



San Bernardino County invites application for the position of

Deputy District Attorney II/III/IV

Job Number: 22-04135-02

SALARY

\$45.01 - \$86.50 Hourly \$7,801.73 - \$14,993.33 Monthly \$93,620.80 - \$179,920.00
Annually

APPLY BY: 08/26/22 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



The **County of San Bernardino District Attorney's Office** is hiring for **Deputy District Attorneys** who perform a variety of professional legal work involved in criminal prosecution including investigation, trial preparation, and legal research. Positions will also perform related duties as required.

Incumbents receive reports filed by law enforcement officers or petitioners; evaluate evidence and facts therein; determine the nature of crimes committed and authorize issuances of criminal complaints; interview prospective witnesses and develop cases for prosecution; and prepare trial briefs and engage in trial practice.

Visit SBCountyDA.org/careers to learn more about a career as a Deputy District Attorney.

Connect with @SBCountyDA on [Facebook](#), [Twitter](#), and [Instagram](#)!

Initial Appointment

Your application will be reviewed for eligibility for all levels within the Deputy District Attorney Series. Job offers for the initial appointment may be made at any level based on qualifications and department needs. Candidates will advance within the series in accordance with criteria established in the [MOU](#) (see page 58),

***Please Note:** Salary posted is the range for the series. Please see job description and salary for each level below:

[Deputy District Attorney II](#)
\$93,620 - \$107,640 Annually

[Deputy District Attorney III](#)

\$ 104,540 - \$120,577 Annually

[Deputy District Attorney IV](#)

\$127,608 - \$179,920 Annually

Two Excellent Benefit Options

Both Benefit Options Include:	Traditional Benefit Option (TBO)	Modified Benefit Option (MBO)
<ul style="list-style-type: none">• Medical, Dental, Vision• Health benefits and subsidy to offset the cost of insurance premiums: medical and dental• Paid vision (Employee Coverage)• Employer paid life insurance - \$50,000• Retirement Plans – Generous pension benefits<ul style="list-style-type: none">• Eligible to participate in 457(b) Deferred Compensation Plan• Vested after five years of service – eligible to receive lifetime retirement benefits• Retirement Medical Trust• Dependent Care Assistance Plan• Annual Tuition reimbursement of \$400 (see MOU)• Tuition Loan Repayment up to \$10,000 (see MOU)• Paid renewal of CA State Bar membership.	<p><i>Select a Traditional Benefit Option and receive:</i></p> <ul style="list-style-type: none">• Up to 4 weeks accruable paid Vacation time• 80 hours of Attorney Leave• 11 days paid Sick Leave with unlimited accrual• 15 paid Holidays• 16 hours of paid Perfect Attendance Leave• Flexible Spending Account (FSA) (BlueShield Access+ or Kaiser Choice plan enrollees eligible for a match up to \$10 per pay period.)• Higher Premium Subsidy	<p><i>Select a Modified Benefit Option and receive:</i></p> <ul style="list-style-type: none">• Paid Time Off (PTO)- can be used for vacation, illness or any other personal use• 80 hours of Attorney Leave• 14 paid Holidays• An additional \$2 per hour above base rate for all paid hours at the I/II/III Level (\$3.50 per hour at the IV level)• Flexible Spending Account (FSA) w/ up to \$25 per pay period County Match (Bronze PPO plan must be selected)

For additional benefits and details click this image.

VICTORVILLE/JOSHUA TREE ASSIGNMENT INCENTIVE

Candidates assigned to the Victorville or Joshua Tree offices may be eligible to receive an additional incentive of up to \$2500. (*\$1500 upon hire and an additional \$1000 upon completion of 2080 hours at the remote location.*)*

ANNUAL TUITION REIMBURSEMENT/TUITION LOAN REPAYMENT ASSISTANCE

The County offers an annual reimbursement of up to \$400 of tuition costs per year. Employees with 2 or more years of services may be eligible for tuition loan repayment up to a maximum of \$10,000 depending on years of continuous service.*

*[See Attorney MOU](#) for details and criteria.

CONDITIONS OF EMPLOYMENT

Assignment: Assignments may be made to any location in the County depending on the needs of the department.

Travel: Travel throughout the County is required, and employees may be required to make provisions for transportation. At the time of hire, a valid California Class C driver license and proof of automobile liability insurance must be produced and maintained for the individual providing the transportation.

Background: Candidates must successfully pass a background investigation.

State Bar: Must be an active member in good standing with the State Bar of California at the time of hire. This status must be maintained in order to remain employed in this classification.

MINIMUM REQUIREMENTS

License: Active membership and in good standing with the State Bar of California. (*Members in good standing of California State Bar who have been assigned a license number but have inactive membership status, as well as candidates licensed out of state pending California Bar Exam*)

results/license, are welcome to apply. Active California Bar license will be required prior to hire.)

--AND--

Experience:

Deputy District Attorney II: One year of criminal trial experience as an attorney -OR- Two years of trial experience as an attorney.

Deputy District Attorney III: Three years of criminal trial experience as an attorney -OR- Five years of trial experience as an attorney.

Deputy District Attorney IV: Five years of criminal trial prosecution experience as an attorney. -OR- 7 years of trial experience as an attorney.

DESIRED QUALIFICATIONS

SELECTION PROCESS

There will be a **competitive evaluation** of experience and written communication skills based on a review of the application and the supplemental questionnaire. It is to your advantage to be explicit in your responses on the application and supplemental questionnaire.

Application Procedure: Please complete and submit the online employment application and supplemental questionnaire by 5pm on the filing deadline. *Resumes will not be accepted in lieu of the application and/or supplemental questionnaire.*

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted, you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

All communications regarding the selection process will be via email. Applicants are encouraged to check their e-mail frequently to learn additional information regarding this recruitment. Check your GovernmentJobs account for notifications. Update your firewalls to allow e-mails from San Bernardino County through governmentjobs.com. Update your Spam, Junk, and Bulk settings to ensure it will not spam/block/filter communications from email addresses with the following domain "@hr.sbcounty.gov". Finally, be sure to keep your personal information updated. Taking these steps now will help ensure you receive all communications regarding this recruitment.

EEO/ADA: San Bernardino County is an [Equal Employment Opportunity \(EEO\)](#) and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

ADA Accommodation: If you have a disability and require accommodations in the testing process, submit the [Special Testing Accommodations Request Form](#) within one week of a recruitment filing deadline.

Veterans' Preference: Eligible veterans and their spouse or widow(er) who are not current County employees may be awarded additional Veterans' Preference points. Click [here](#) for information and instructions to request Veteran's Preference points.

[Please click HERE for important Applicant Information and the County Employment Process.](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>
(909) 387-8304 • TTY Users: 711
175 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 8/6/22 AP

Deputy District Attorney II/III/IV Supplemental Questionnaire

1. Specify the level(s) for which you wish to be considered:
 - Deputy District Attorney II
 - Deputy District Attorney III
 - Deputy District Attorney IV
- * 2. **California State Bar Membership Status:** Do you hold a membership to the California State Bar?
 - Yes No
- * 3. **California State Bar Membership Status:** If you hold a membership to the California State Bar, please indicate your membership status below.
 - Active
 - Inactive
 - Inactive/Good Standing
 - CA Bar Results/License Pending
 - None of the above
- * 4. **California State Bar License Number:**
5. **California State Bar Admittance Date:**
6. **Out of State License:** If you are an Attorney licensed outside of California, please provide the following information: State where you are licensed, Bar License Number, Admittance Date.
- * 7. **Criminal Prosecution Trial Experience:** Describe in detail, but as concisely as possible, your criminal prosecution and trial experience and training. For each job referenced, include the following:
 - Employer Name
 - Dates of Employment
 - Hours Worked per Week
 - Number of Jury Trials Prosecuted to Verdict
 - Number of Bench Trials Prosecuted to Verdict *If no experience, write N/A.*

- * 8. **Criminal Jury Trial Experience:** Describe in detail, but as concisely as possible, your criminal jury trial experience and training. For each job referenced, include the following:
- Employer Name
 - Dates of Employment
 - Hours Worked per Week
 - Number of Jury Trials tried to Verdict
 - Number of Bench Trials Prosecuted to Verdict *If no experience, write N/A.*
- * 9. **Civil Jury Trial Experience:** Describe in detail, but as concisely as possible, your civil jury trial experience and training. For each job referenced, include the following:
- Employer Name
 - Dates of Employment
 - Hours Worked per Week
 - Number of Jury Trials tried to Verdict
 - Number of Bench Trials Prosecuted to Verdict *If no experience, write N/A.*
- * 10. **Non-Jury Trial or Legal Research Experience:** Describe in detail, but as concisely as possible, your Non-jury trial or legal research experience in law and motion, sentencing, and jury trial experience and training. For each job referenced, include the following:
- Employer Name
 - Dates of Employment
 - Hours Worked per Week *If no experience, write N/A.*
- * 11. **Case Summary:** List and briefly summarize the ten most significant criminal cases (including any PC 187 - murder - trial cases) with which you have experience (include case number and court). For case referenced, include the following:
- Employer Name
 - Dates of Employment
 - Hours Worked per Week
 - Number of Murder Cases Tried to Verdict *If no experience, write N/A.*
- * 12. **Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, human resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided us with your application is current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*
- I acknowledge that I have read, understood, and agree to the above.
- * 13. ****ATTENTION GMAIL USERS****

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

Note: If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

I understand

- * 14. **Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. *Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.*

I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

- * Required Question