Open: March 16, 2021

Elko County Human Services
Employment Opportunity Announcement

POSITION: Deputy District Attorney Elko County District Attorney's Office

SALARY: $74798.75

APPLICATION DEADLINE: Review of qualified applicants is ongoing and will continue until position is filled.

The Elko County District Attorney's Office is seeking qualified candidates for the position of Deputy District Attorney. The ideal candidate will be a motivated, self-starter who can work independently, but also be a team player in a fast paced environment. The successful candidate may be assigned to cases which include misdemeanor, felony or other cases arising under Nevada Revised Statutes, adult crime, juvenile matters, and/or other duties as assigned. In addition, the successful candidate may be assigned to represent the State of Nevada in specialty courts (i.e. Adult Drug Court, Family Preservation Court, etc.) The Deputy receives supervision from the District Attorney and/or Chief Deputy District Attorney.

Periodic travel to our three outlying Justice Courts (West Wendover 107 miles; Wells 68 miles; and Carlin 20 miles) will be required. This position will receive extensive courtroom experience. The Deputy is expected to research and draft pleadings for his or her own cases in our case management computer system. Strong verbal and written communication skills are required.

Nevada Bar Membership is required or eligibility to practice under the rural practice provision of the Nevada Supreme Court Rules. Please note that if you are not licensed to practice in Nevada and you are licensed in another state, you may be eligible to practice in Nevada under the rural practice rules; however, the Deputy District Attorney will be required to pass the Nevada Bar Exam and become fully licensed to practice in Nevada as soon as possible. Valid Nevada driver's license required.

Elko County is a rural county with great opportunities for outdoor activities such as hunting, fishing, hiking, birdwatching, snowmobiling, boating, riding, photography, and equine activities. Elko County has limited big city amenities.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and a full job description on-line: www.elkocountynv.net

Elko County Human Services
540 Court St, Second Floor (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738.4375 phone
(775) 738.5984 fax

Elko County is an Equal Opportunity Provider and Employer
In compliance with applicable laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

ELKO COUNTY
HUMAN SERVICES
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

Job Code: 19301
Date Est.:
Last Rev.: 7/2016
FLSA: Exempt
Probation: 4 Months

DEPUTY DISTRICT ATTORNEY

DEFINITION

Unclassified / Salaried position

Normal business hours Monday – Friday 8:00 a.m. – 5:00 p.m.

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities.

EXAMPLES OF DUTIES

Review law enforcement reports, draft charging and related documents and prepare cases for court hearings, including juvenile prosecutions, in our case management computer system.

Prosecute cases before family court, justice and district courts and the local Juvenile Court; and drafting appellate pleading and present appellate arguments before the Nevada Supreme Court when necessary.

Provide legal advice to Elko County department heads and/or boards, and various other civil assignments as assigned by the District Attorney and/or Chief Deputy District Attorney.

Analyze cases and applicable laws, codes and regulations to formulate negotiated offers and sentencing recommendations.

Principles, methods, materials and practices of legal research.

All other duties as assigned.

LICENSES OR CERTIFICATES

Certification of admission to the Bar of the State of Nevada or eligible to practice law under the Rural Practice provision of the Nevada Supreme Court Rules.

Valid Nevada driver's license required.

OTHER REQUIREMENTS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and - various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and / or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.