



The County of San Bernardino  
invites application for the position of

**Deputy District Attorney I**  
Job Number: 20-04120-01

**SALARY**

\$34.98 - \$40.18 Hourly    \$6,063.20 - \$6,964.53 Monthly    \$72,758.40 - \$83,574.40 Annually

**APPLY BY: 10/02/20 05:00 PM**

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

**THE POSITION**



The **Office of the District Attorney** offers an exciting opportunity for a challenging career in criminal trial work. **Deputy District Attorneys I** prepare and present cases before all courts within the County upon completion of an extensive training program designed to develop trial skills.

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.

For more detailed information on duties, refer to the [Deputy District Attorney I](#) job description.

Visit [SBCountyDA.org/careers](http://SBCountyDA.org/careers) to learn more about a career as a Deputy District Attorney.  
Connect with @SBCountyDA on [Facebook](#), [Twitter](#), and [Instagram](#)!

**The County offers two generous benefits options which include paid time off, health benefits, retirement plans and much more! Click the links below to learn more:**

[Traditional Benefits](#) or [Modified Benefits](#)

**CONDITIONS OF EMPLOYMENT**

**Assignment:** Assignments may be made to any location in the County depending on the needs of the department. Applicant's location preference will be taken into consideration whenever possible.

**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 for the individual providing the transportation.

**Background:** Candidates must successfully pass an extensive background investigation, which may include (but is not limited to) a credit check, fingerprint check, and medical exam.

**State Bar:** Those hired must be active members in good standing with the State Bar of California. This status must be maintained in order to remain employed in this classification.

## **MINIMUM REQUIREMENTS**

Must meet one of the following options:

**Option 1:** Active membership and in good standing with the State Bar of California.

**--OR--**

**Option 2:** Must be scheduled to take the October 2020 State of California Bar Exam.

**Note:** Applicants who are currently members of the State Bar of California (*Option 1*) will be considered for the **Deputy District Attorney I** classification.

Applicants who are not members of the State Bar of California but who are "Certified Law Students" under the State Bar's Practical Training of Law Students Program and California Rule of Court 9.42 **AND** who are scheduled to take the October 2020 State of California Bar Exam (*Option 2*) will be considered for the **Law Clerk II-Unclassified** classification.

## **DESIRED QUALIFICATIONS**

Candidates with experience as a legal intern, law clerk, or attorney in a prosecutor's office are highly desirable.

## **SELECTION PROCESS**

Based on the number of applications received, we may limit the number of candidates advancing to the first round of Oral Examinations. A **Competitive Evaluation of Qualifications** based on the application materials may be used to identify the most highly qualified candidates. Only the most highly qualified candidates, will advance to the oral examination. Additional candidates may be invited to participate in the oral exam based on hiring needs, with some candidates testing at later dates. All candidates are not guaranteed to advance to the oral exam.

The **Oral Examination** is tentatively scheduled for **November 2020** and will assess the following areas: legal expertise; interpersonal skills; oral communication and presentation skills; analytical skills, problem solving, and decision making. **The oral exam will be an online video exam administered via Microsoft Teams.** Candidates will be notified by e-mail with more information regarding self-scheduling and instructions for the oral exam.

**Application Procedure:** Please complete and submit the online employment application and supplemental questionnaire by **5:00 PM, Friday, October 2, 2020**. *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.*

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

**[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

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

**Issue Date:** 9/12/20 AP