



Invites your interest in  
**COUNTY OF MODOC**  
Deputy District Attorney I/II/III

---

SALARY:	DDAI:	\$5,316-\$6,785
	DDAII:	\$5,846-\$7,460
	DDAIII:	\$6,557-\$8,369

CLOSING DATE: Open Until Filled.

**About the Department:**

The Modoc County District Attorney's Office is a small office that prides itself on ethics, integrity and efficiency. Our entire team is committed to seeking justice.

**Job Summary:**

Under the direction of the District Attorney, performs professional legal work, consistent with departmental responsibilities by preparing and trying criminal cases in the courts for the District Attorney's Office.

**About the Community:**

Modoc County is located in the Northeastern corner of California, bordering Nevada and Oregon. The population density in Modoc is only two people per square mile. Congestion and over population are extremely unlikely. Clean air, crystal streams, and lack of automobile traffic are virtually assured. Wildlife is abundant in Modoc County. Many people enjoy fishing, hunting, hiking, horseback riding, skiing and many more activities that Modoc County has to offer.

**About the Position:**

Duties within the class are similar in scope between the levels however are assigned based on the difficulty and sensitivity of the individual cases. Incumbents are expected to advance to the next level when years of service combined with the increased scope of knowledge and level of expertise are reached.

**Deputy District Attorney I:** This position is the first working level in this professional class and is assigned duties relative to prosecution which may be routine to complex with a high level of responsibility for case outcome. The entry-level is assigned duties that will increase experience and expertise. With additional experience and abilities, incumbents may be eligible for advancement in this series.

**Deputy District Attorney II:** The position is the second level and is assigned more complex cases and tasks under minimal supervision. Incumbents who have advanced to this level in the series have demonstrated the ability and skills to adequately fulfill the requirements for this level through experience. With additional experience and abilities, incumbents may be eligible for advancement in this series.

**Deputy District Attorney III:** This position is the most experienced level and is assigned the complex and technical cases and tasks and is capable of working independently in any number of complex areas without direct supervision except, as new or unusual circumstances require.

## **Examples of Duties:**

- Work within the District Attorney's Office, performing the full range of legal activities involving the investigation or prosecution of complex criminal cases.
- Receive crime reports filed by arresting officers.
- Review and examine the evidence; interview witnesses; determine whether or not a crime has been committed, the nature of the crime, and whether or not the evidence justifies prosecution.
- Appears in court on a variety of matters, participates in preliminary hearings, and tries cases.
- Develops and implements case plans and appears in court on all related matters.
- Prepares pleadings and other papers in connection with suits, trials, hearings, and similar legal proceedings.
- Analyze, interpret and apply laws, court decisions, and other legal authorities in the preparation of cases, opinions, and briefs prepare pleadings and other papers in connection with trials, hearings, and other legal proceedings.
- Perform a wide variety of advanced legal research.
- Prepares briefs and legal opinions.
- Confers with judges and/or defense attorneys regarding modification, withdrawal, or changing of charges.
- Coordinate activities with those other departments and law enforcement agencies.
- Drafts jury instructions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services.
- Identifies opportunities for improving service delivery methods and procedures; reviews with appropriate management staff; implements improvements in coordination with District Attorney's staff.
- Acts in the capacity of the District Attorney as required through direction from the District Attorney.
- Performs other related duties as assigned.

## **Education, Experience & Licenses:**

Deputy District Attorney I: Graduation from an accredited law school with a Juris Doctorate.

Deputy District Attorney II: In addition to the above, one year of criminal prosecution and trial experience as a Deputy District Attorney I or its equivalent and the demonstrated knowledge and ability to successfully perform the duties. Three years of experience in the general practice of law may be substituted for the one-year criminal law experience.

Deputy District Attorney III: In addition to the above, a minimum of two years experience as a Deputy District Attorney II or its equivalent and demonstrated knowledge and ability to successfully perform the duties. Four years of experience in the general practice of law may be substituted for two years of criminal law experience.

Must be licensed by the California State Bar Association to practice law in the State of California, and remain active with all California Bar annual requirements.

Possession of, or ability to obtain, a valid California driver's license issued by the California Department of Motor Vehicles.

**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.

While performing the duties of this job, the employee is regularly required to talk, hear, sit and use hands and fingers. The employee is frequently required to stand, walk and travel outside of the immediate office environment. The employee must occasionally lift and/or move objects weighing up to 25 lbs. Corrected hearing and vision to normal range.

Work is normally performed in an office or courtroom environment with little exposure to outdoor temperature or dirt and dust. Working conditions are usually quiet to moderate. The employees may come into contact with sometimes hostile people.

The noise level in the work environment is usually moderate.