



CLASS SPECIFICATION

Class Code: 1072/1092
Date Est: 3/77
Last Rev: 2/2000W
Last Title Chg:
FLSA: Exempt

DEPUTY DISTRICT ATTORNEY III

DEFINITION

Performs the widest variety of the professional legal work as assigned in the District Attorney's Office; develops, prepares, and presents the most complex issues and cases requiring appearances before administrative, legislative and judicial tribunals along with associated work and trial work; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Equivalent to graduation from an ABA accredited law school. Substantial legal experience equivalent to that of a Deputy District Attorney II in Washoe County in the assigned area of practice; OR equivalent experience.

LICENSE OR CERTIFICATE

Current, valid license to practice law from the Nevada Supreme Court and membership in the State Bar of Nevada. Must be able to be admitted to practice in the United States District Court, Northern District of Nevada, the Ninth Circuit Court of Appeals, and the United States Supreme Court.

Possession of a valid driver's license.

SUPERVISION EXERCISED

This is a non-supervisory classification.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Deputy District Attorney class series.¹ Incumbents are expected to perform a wide range of the most complex legal assignments performed in the District Attorney's Office. Regular assignments include working independently to identify and deal with the widest variety of legal issues and the most complex cases. This class differs from Deputy District Attorney II by the assignment of matters requiring the most experience, knowledge, and responsibility. The Deputy District Attorney III is the highest class that can be achieved without supervisory or administrative responsibility. Incumbents in this series possess subject matter expertise in a particular legal field(s) based upon their assigned area of practice. Within each class series, an incumbent may be assigned to one or more career tracks including, criminal prosecution, civil practice, family support enforcement practice, criminal appellate practice, juvenile law, or TPO (temporary protection order) enforcement.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Criminal Prosecution:

Serve as senior trial deputy on the team to which they are assigned; prosecute all types of felony cases; participate in the 24-hour on-call program and provide training to law enforcement agencies in specific areas such as search and seizure, laws of arrest, crimes against property, etc.; provide assistance and training to deputy district attorneys I and II in the Criminal Division.

Civil Practice:

Serve as in-house legal counsel and provide legal representation to any County and regional public agencies to which assigned and represent these agencies, their officials, employees and the County in the broadest range of

legal issues and all types of litigation involving subject matter areas such as: federal civil rights actions, personal injury actions, licensing issues, personnel/labor issues, planning/zoning issues, and judicial review of agency decisions; advise assigned departments and County officials on the legal propriety of proposed actions, including analysis and assessment of claims; provide advice during meetings of County and regional boards and commissions; prepare ordinances and draft legislation; prepare contracts and other legal documents; present workshops for clients and other public lawyers on legal issues; provide assistance and training to deputy district attorneys I and II in the Civil Division.

Family Support Enforcement Division:

Review and analyze incoming child support actions and determine appropriate course of action; develop policy and procedures with state child support office and Nevada State Welfare Division; represent Nevada State Welfare Division in child support actions; handle child support appeals and writs to the Nevada Supreme Court; assist/coordinate federal criminal prosecutions; review cases for state criminal actions and referrals to investigations; handle executions on real and personal property; negotiate settlements of child support cases where appropriate; provide training for deputy district attorneys I and II in the Family Support Division.

Juvenile Law Practice:

Serve as senior trial attorney with an ability to prosecute the most serious juvenile cases; provide training for deputy district attorneys I and II in the Juvenile Division; prepare and present information regarding juvenile law and proceedings in all settings, including schools and community based organizations; proceed on adult certification cases; attend and present testimony to legislative hearings and work on proposed juvenile legislation.

Temporary Protection Order Enforcement Practice:

Provide legal services in connection with the enforcement of temporary protection orders issued in domestic violence situations; evaluate cases for appropriate civil or criminal enforcement actions; appear in family and justice courts with respect to such actions; provide training for deputy district attorneys I and II assigned to TPO. An incumbent assigned to TPO would be expected to perform similar duties as those assigned to a deputy district attorney III assigned to the civil division and criminal division.

Criminal Appellate Practice:

Prepare written briefs and orally argue all criminal matters within the jurisdiction of the Nevada Supreme Court, as well as all extraordinary writs and procedures arising out of criminal cases commenced in the District Attorney's Office; litigate or otherwise resolve all post-conviction habeas matters, including death penalty cases; practice before the United States Supreme Court, briefing any and all matters within that court's jurisdiction arising from criminal convictions or appeals in criminal cases from the District Attorney's Office; act as amicus curiae in cases presented to the Nevada Supreme Court which are of importance to the District Attorney's Office; and provide assistance and training to deputy district attorneys I and II in the Appellate Division.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County, departmental, and division policies and procedures (including the policies and procedures of the departments/ divisions that the deputy represents).

Substantial knowledge of the practice of law within the assigned area of practice, including knowledge of associated procedures.

Available computer programs for legal research and word processing skills.

Ability to:

Perform the most difficult, complex legal assignments and litigation on an independent basis.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Codes, laws, rules, and legal procedures in the assigned area of practice.

Judicial and administrative procedures in the assigned area of practice.

The principles of constitutional law, criminal/public sector/ civil/administrative law (based upon assigned area of practice), civil/criminal practice, and procedure (based upon assigned area of practice).

Legal research methods.

Ability to:

Provide legal representation in legal matters and litigation on an independent basis.

Analyze facts and apply legal principles and precedents to specific cases based upon assigned area of practice.

Develop legal issues and present clear and logical arguments and statements of fact and law.

Exercise judgment and discretion.

Perform legal research.

Prepare and present cases at all levels of the court system based upon assigned area of practice.

Communicate effectively both orally and in writing.

Maintain effective working relationships with others, including interacting professionally and courteously.

Effectively represent the District Attorney's Office in contacts with the public, community organizations, law enforcement agencies, the legislature, and other government jurisdictions.

Understand the difference between role of attorney and policy maker.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to communicate clearly, both orally and in writing. Corrected hearing and vision to normal range. Ability to use office equipment including computer, telephones, calculators, copiers, and FAX. Work is performed in office, outdoors, and in courtroom environments.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____

Date _____ February 10, 2000 _____