

## COUNTY OF SOLANO

### CHIEF DEPUTY DISTRICT ATTORNEY

#### DEFINITION

Under administrative direction, plans, organizes and supervises the operations of a Criminal Division within the Office of the District Attorney; prosecutes complex cases; serves as a member of the department's management team.

#### DISTINGUISHING CHARACTERISTICS

This class is characterized by the combination of management duties and responsibilities, and the performance of prosecution duties involving highly complex and sensitive criminal/civil cases. This class is distinguished from the District Attorney in that the latter is an elected position and is responsible for the direction of the entire department.

#### EXAMPLES OF DUTIES

Depending on assignment, duties may include but are not limited to the following:

1. Manages the operations of a major criminal division; prepares, justifies and submits budget requests to the Department Head; monitors division expenditures; develops operational procedures; supervises division staff; assists the District Attorney in carrying out policy or development of policy.
2. Maintains liaison with administrators and representatives of the Municipal Courts, Superior Courts, Probation Department, Vallejo/Public Defender Departments, Sheriffs Department, local law enforcement agencies and judges; provides legal advice to law enforcement agencies; may make presentations to community groups upon request.
3. Communicates goals and objectives and encourages accomplishment; conducts staff training; reviews, monitors and assigns casework; reviews all requests for complaints involving sexual assaults and homicides; participates in final selection of employees; evaluates performance; recognizes performance and achievement levels; recommends promotions, staff reassignments or discipline as appropriate and necessary.
4. Reviews incoming cases to determine charges; evaluates evidence and circumstances; determines case disposition; conducts legal research; prepares cases for preliminary hearings, trials and conferences; appears in court to prosecute cases; files/prepares motions and briefs; submits and presents cases to the Grand Jury for possible prosecution; maintains currency with civil and criminal law.

**EXAMPLES OF DUTIES (Continued)**

5. Coordinates inter-division activities; ensures proper maintenance and security of facility and inventory; may be assigned additional administrative and/or managerial duties.

**QUALIFICATION GUIDELINES**

**EDUCATION AND/OR EXPERIENCE**

Progressively responsible experience in criminal prosecution which demonstrates possession of and competency in requisite knowledge and abilities.

**KNOWLEDGE/ABILITIES**

Extensive knowledge of California Penal Code; Evidence Code; legal research and court procedures; policies and operations of a District Attorney's Office; effective prosecution techniques.

Considerable knowledge of management, public administration and personnel practices; court staffing requirements; effective supervisory practices; effective public relations methods and practices.

Ability to plan, organize and supervise criminal prosecution operations; read, apply and interpret laws and procedures; supervise other attorneys engaged in prosecution of cases; assign cases effectively through case assessment and evaluation of knowledge/experience of staff; assist in formulating and communicating department policy, goals and objectives; provide training and consultative supervision to professional staff; organize and prioritize work assignments; interpret administrative direction and incorporation into operational policy and procedure; maintain confidentiality of information; work effectively with others who have objectives counter to assigned role; communicate with people of various socio-economic levels and temperaments; interview people to elicit required information; effectively delegate responsibility and authority to others; properly prepare witnesses for trial appearances; prepare clear and concise oral and written legal presentations; prosecute highly complex civil and criminal cases; assist with preparation of department budget; monitor expenditures; develop and maintain cooperative working relationships; make decisions and independent judgments; project consequences of decisions; demonstrate tact and diplomacy.

**SPECIAL REQUIREMENTS**

Candidates must be an active member of the State Bar Association.

Possession of or ability to obtain a valid Class III California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel will be required.

Positions allocated to this class are exempt from the provisions of the County's Civil Service ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Incumbents may be required to work outside normal business hours.