

## COUNTY OF SOLANO

### DISTRICT ATTORNEY

#### DEFINITION

Under statutory direction, plans, organizes and directs the staff and activities of the District Attorney's Office; serves as a member of the County's management team.

#### CLASS CHARACTERISTICS

This single position class is an elected Department Head managing a department which represents the people in prosecuting civil and criminal violations; and which carries out the state and federal laws concerning Family Support. The District Attorney is elected to a four (4) year term.

#### EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, organizes and directs departmental staff and activities; establishes and communicates policy, goals and objectives; ensures compliance with legislative, regulatory and judicial mandates and meets local needs in the prosecution of violations of civil and criminal law.
2. Manages departmental operations through subordinate managers and supervisors; maintains control over a professional, technical and clerical work force engaged in a wide variety of activities; evaluates and recognizes performance and achievement levels; reviews and mediates personnel and operational problems; designs and implements systems to encourage productive behavior; may directly supervise special work units or programs.
3. Prepares, justifies and presents departmental budget; ensures appropriate expenditures through efficient operations; monitors work quality and adherence to policy; directs operational changes to increase efficiency and effectiveness.
4. Maintains communications through staff and committee meetings; maintains liaison with law enforcement agencies and evaluates operational effectiveness in working with those agencies; maintains contact with the community through public speaking engagements and other public relations activities.
5. Screens all requests for charges for sexual assault and homicide; directs and/or participates in Grand Jury proceedings; may participate in prosecuting very complex or sensitive cases.

**EXAMPLES OF DUTIES (Continued)**

6. May assume additional managerial or administrative duties; may serve on committees to address Criminal Justice system and/or County-wide issues and concerns.

**QUALIFICATION GUIDELINES****EDUCATION AND/OR EXPERIENCE**

Since this class describes a single position elected official, qualifications are governed by California Codes, however, candidates should demonstrate possession of and competency in requisite knowledge and abilities.

**KNOWLEDGE/ABILITIES**

Extensive knowledge of the principles and practices of public administration, budgeting and personnel administration; effective organizational and operational methods and systems; effective managerial and supervisory techniques.

Thorough knowledge of accepted governmental accounting and budgeting practices; prosecution strategies; local ordinances, state statues and federal codes; State and Federal Constitutions; judicial policies, practices and procedures; accepted law enforcement policies and practices; trial and Grand Jury procedures; legislative processes; legal office systems.

Ability to plan, organize and direct a diverse staff engaged in a wide variety of activities and programs; develop, communicate and implement policies, goals and objectives; effectively delegate responsibility and authority to others; identify and analyze administrative problems and implement operational changes; make decisions and independent judgments; project consequences of decisions; establish and maintain cooperative working relationships; prepare budgets, funding proposals, narrative and statistical reports; comply with laws, regulations and professional practices governing prosecution and Family Support program services and operations; secure cooperation and teamwork among professional and/or support staff; understand and analyze expenditure reports; communicate effectively; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments; organize and prioritize work assignments; determine and evaluate levels of achievement and performance; maintain confidentiality of information; work effectively with others who have objectives counter to assigned role; collect and analyze data to establish/identify needs; evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; demonstrate tact and diplomacy; prepare and effectively present

**QUALIFICATION GUIDELINES (Continued)**

cases at trial and to the Grand Jury; speak effectively to large and small groups; perform a variety of public relations duties, including addressing the media; provide information and education to staff, law enforcement agencies, victims, clients and the public on matters addressed by the District Attorney's Office; determine the appropriate course of action in emergency or stressful situations; demonstrate compassion, courtesy and patience; prosecute complex and/or sensitive criminal and civil cases.

**SPECIAL REQUIREMENTS**

Must meet requirements for this office as set forth in the California Government Code.

**SUPPLEMENTAL INFORMATION**

Independent travel is required.

Incumbent may be required to work outside normal business hours.