



County of Marin Deputy District Attorney III

SALARY	\$78.18 - \$95.04 Hourly \$6,254.40 - \$7,603.20 Biweekly \$13,551.20 - \$16,473.60 Monthly \$162,614.40 - \$197,683.20 Annually	LOCATION	San Rafael, CA
JOB TYPE	Full Time, Regular	JOB NUMBER	2523-24-07
DEPARTMENT	District Attorney's Office	OPENING DATE	07/10/2024
CLOSING DATE	7/31/2024 11:59 PM Pacific	VACANCIES	3
WEEKLY SCHEDULE	40 hours	ADDITIONAL SALARY INFORMATION	*The salary shown above does not reflect an anticipated cost of living adjustment effective July 2024.
EQUAL EMPLOYMENT OPPORTUNITY (EEO)	The County of Marin is an Equal Opportunity Employer. Persons of color, women, individuals with disabilities, veterans, and adults of all ages are strongly encouraged to apply.	INDIVIDUALS WITH DISABILITIES	If you are a person with a disability and are unable to complete an online application or require an accommodation to participate in a recruitment, you must contact Human Resources at least five work days in advance of the testing step or interview. Please contact the Human Resources Staffing Division at (415) 473-2126 (CRS DIAL 711) .

ABOUT US

At the County of Marin, our employees overwhelmingly report feeling their work is meaningful, they like the work they do, and they are proud to tell people “I work for the County of Marin.” [Discover more about us, our values and our organizational culture here.](#) Read on to find out more about this opportunity:

ABOUT THE POSITION



The District Attorney's Office is currently hiring three (3) full-time regular hire Deputy District Attorney III.

This position provides professional legal services in the preparation and prosecution of a variety of criminal and/or civil matters. Specifically, the position:

- Advises law enforcement agencies in legal and evidentiary matters prior to the issuance of a complaint
- Approves or refuses the issuance of criminal complaints and petitions
- Reviews and prepares search and arrest warrants and supporting affidavits
- Prepares both misdemeanor and felony cases for jury trial and prosecutes these cases
- Interviews and advises complainants and witnesses
- Negotiates dispositional offers with defense attorneys
- Participates in reviews on criminal cases involving immigration and three strike issues
- Handles criminal court calendars and motions
- Researches, writes, and litigates pre-trial motions and does trial work for both misdemeanor and felony trial-teams
- Provides research assistance to attorneys
- Handles writ and appeal work including conducting hearings in both the superior court, appellate division, court of appeal, and supreme court
- Researches and responds to post-conviction challenges

In addition, this position may also lead a unit, coordinate a small group of other attorneys, act as a team coordinator, and/or a trial attorney.

ABOUT YOU

Our Highly Qualified Candidate has extensive criminal experience conducting jury trials and evidentiary hearings, as well as a background in legal research and writing, and appellate litigation. The candidate has experience interpreting emerging laws and is an experienced courtroom advocate.

QUALIFICATIONS:

KNOWLEDGE OF

- Criminal law and civil law.
- Rules of evidence.
- Trial and court procedures.
- Legal principles and research methods commensurate with the level of experience of the class.
- State and local laws and ordinances.
- Legal research methods.
- Preparation of briefs.
- Standard legal office practices and procedures.
- The duties, powers, and limitations of the District Attorney's office.
- Prosecutorial ethics.
- The principles and practices of supervision and training.
- Juvenile justice programs and available community resources.

ABILITY TO

- Interview a variety of individuals and solicit needed information to determine facts and circumstances.
- Develop effective prosecution strategies.
- Analyze cases and apply legal principles.
- Present statements of law clearly and logically in written and verbal form.
- Present an effective prosecution in court.
- Prepare clear, concise, accurate and effective legal, policy, and procedural guidelines using sound independent judgment within established legal, policy and procedural guidelines.
- Communicate logically and effectively with a diverse group of clients, witnesses, judges, law enforcement officials, other attorneys and employees of various agencies and departments.
- Demonstrate patience, tact, courtesy, and compassion.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work cooperatively with colleagues to accomplish the policies and goals of the office.
- Recognize and evaluate approaches to situations of a potentially sensitive nature.

- Analyze legal principles and precedents and apply them to factual legal problems.
- Present statements of fact, law, and argument clearly and logically in written and oral form.
- Draft opinions, pleadings, and briefs.
- Communicate and cooperate with fellow staff members, agency representatives, judicial officers, and the general public.
- Exercise independent judgment, discretion, and initiative, especially in the charging and plea negotiation of criminal violations and the application of limited law enforcement resources.
- Comply with laws, regulations, and professional practices governing prosecution programs and services.
- Work accurately and swiftly under pressure
- Keep detailed and accurate records.
- Travel to locations within and outside of the County to interview individuals, gather information, and attend training sessions and other job related meetings.
- Compose and disseminate correspondence as required.
- Independently manage a complex and heavy caseload.
- Provide lead direction and consultation to lower level attorneys.
- Assess incoming caseloads and organize, manage, and assign work accordingly.

MINIMUM QUALIFICATIONS:

- Possession of Juris Doctor Degree.
- Three (3) years of progressively responsible experience as a Deputy District Attorney or an equivalent combination of training and experience.

Jury Trial experience is highly desired.

Certificates and Licenses

Current active membership in the State Bar of California required.

SPECIAL REQUIREMENTS: The selected candidate must pass a background investigation as required for employment in a law enforcement agency.

IMPORTANT INFORMATION

All applicants will receive email notifications regarding their status in the recruitment process. Please be sure to check your spam settings to allow our emails to reach you. You may also log into your governmentjobs.com account to view these emails.

Testing and Eligible List: Depending on the number of qualified applications received, the examination may consist of a highly qualified review, application screening, online assessment, written examination, oral examination, performance examination, or any combination of those methods to determine which candidates' names will be placed on the eligible list. The eligible list established from this recruitment will be used to fill the current vacancy and any future vacancies for open, fixed-term, full-time, or part-time positions, which may occur while the list remains active.

First Round Selection Interviews will be held the week of August 12th or August 19th, 2024

Second Round Selection Interview will be held the week of August 26th or September 2nd, 2024

Disaster Service Workers: All County of Marin employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Agency

County of Marin

Address

3501 Civic Center Drive
Room 124
San Rafael, California, 94903

Phone
415 473-2126

Website

<http://www.marincounty.org/jobs>

Deputy District Attorney III Supplemental Questionnaire

*QUESTION 1

QUALIFYING EDUCATION/EXPERIENCE: The minimum qualifications for the position are:

- Possession of Juris Doctor Degree.
- Three (3) years of progressively responsible experience as a Deputy District Attorney or an equivalent combination of training and experience.
- Current active membership in the State Bar of California

Please review and respond to the following:

Do you possess a Juris Doctor Degree? If yes, please list your Juris Doctor Degree in the Education section of the application.

- Yes
 No

*QUESTION 2

Do you have a current active membership in the State Bar of California? If yes, please list in the Certificates and Licenses section of the application.

- Yes
 No

*QUESTION 3

Do you possess three (3) or more years of experience as a Deputy District Attorney?

- Yes
 No

*QUESTION 4

If you answered "yes" to Question #3, please describe what experience you have that qualifies you for this position. For experience, please include:

- The name of employer(s),
- Dates worked,
- Your exact duties, and
- Number of hours worked per week

If you answered "no" to Question #3, please state N/A in the box below and go to Question #5.

*QUESTION 5

NARRATIVE QUESTIONS 5 & 6 (Please answer all questions below): Please note: If you do not possess any experience, please state "No Experience" in the space provided.

Please provide a detailed explanation of your experience performing criminal legal research and writing, at both trial court and appellate levels. Include in your answer the name of the employer(s) where you gained this experience and the dates worked.

***QUESTION 6**

Briefly elaborate on your experience conducting each of the following: motion and evidentiary hearings, criminal jury trials, preliminary hearings, and criminal court calendars. Please specify your duties and responsibilities, the name of the employer(s) where you gained this experience, and the dates worked.

* Required Question