



County of Marin Deputy District Attorney I/II (Contingent)

SALARY	\$54.35 - \$77.98 Hourly	LOCATION	San Rafael, CA
JOB TYPE	Full Time, Temporary	JOB NUMBER	2522-TC-25-03
DEPARTMENT	District Attorney's Office	OPENING DATE	03/28/2025
CLOSING DATE	4/11/2025 11:59 PM Pacific	VACANCIES	1
WEEKLY SCHEDULE	40 Hours	FIXED TERM LENGTH	Ends September 30, 2025
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 currently has one (1) full-time, contingent hire vacancy in the General Prosecution Unit that will be filled at either the Deputy District Attorney I level or the Deputy District Attorney II level. This position is anticipated to last for 6 months but may be extended or ended early based upon the needs of the department and ongoing funding. **Candidates will be considered for the District Attorney level for which they meet minimum qualifications.**

The General Prosecution Unit provides professional legal services in the preparation and prosecution of a variety of criminal and/or civil matters which may include driving under the influence (DUI) cases, family violence cases, and general misdemeanor violations of the California Penal Code.

ABOUT YOU

Our Highly Qualified Candidate: The ideal candidate has a demonstrated willingness to perform all aspects of District Attorney legal services and possesses the knowledge and skills to work independently and collaboratively on all assignments, including all litigation matters. The Ideal candidate has previous prosecutorial experience handling both misdemeanor and felony Driving-Under-the- Influence jury trials. The ideal candidate has a proven track record of excellent legal service, is a team player, who works respectfully and collaboratively and develops positive working relationships with colleagues, clients, staff, and court personnel. In addition, the highly qualified candidate has a full range of experience prosecuting criminal cases and has taken jury trials to verdict.

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.
- Discovery obligations.

Ability to:

- Interview a variety of individuals and acquire 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.
- Employ clear, concise, accurate, effective, 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 observe the policies and accomplish the goals of the office.
- Recognize and evaluate approaches to situations of a potentially sensitive nature.
- Analyze legal principles and precedents and to apply them to complex factual legal problems.
- Draft opinions, pleadings, and briefs.
- Exercise independent judgment, discretion, and initiative, especially in the charging and plea negotiation of criminal violations, and regarding 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.
- Travel to locations within and outside of the County to interview individuals, gather information, attend training sessions, and participate in other job related meetings.
- Use standard office equipment, including computers and information systems utilized in the performance of the work.

- Work in a standard office environment.
- Maintain confidentiality of sensitive information.
- Honor and respect the rights of victims and defendants alike.

MINIMUM QUALIFICATIONS

Deputy District Attorney I:

- Possession of Juris Doctor Degree.
- Current active membership in the State Bar of California.

Deputy District Attorney II:

In addition to the above candidates must have:

- *One (1) year of progressively responsible experience as a Deputy District Attorney or an equivalent combination of training and experience.*

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 to determine which candidates' names will be placed on the eligible list. The eligible list established from this recruitment may 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.

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.

Equal Employment Opportunity Employer: If you have questions regarding equal employment opportunities, please contact Roger Crawford, Equal Employment Opportunity Director, at 415-473-2095. If you have questions concerning this position announcement, please contact Colleen Beck at colleen.beck@marincounty.gov.

Employer

County of Marin

Address

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

Phone

415 473-2126

Website

<https://www.hr.marincounty.gov/our-divisions/join-our-team>

Deputy District Attorney I/II (Contingent) Supplemental Questionnaire

***QUESTION 1**

QUALIFYING EDUCATION/EXPERIENCE: The minimum qualifications for the positions are as follows:

Deputy District Attorney I:

- Possession of Juris Doctor Degree.
- Current active membership in the State Bar of California.

Deputy District Attorney II: In addition to the above candidates must have:

- One (1) year of progressively responsible experience as a Deputy District Attorney or an equivalent combination of training and experience.

Do you possess a Juris Doctor Degree and active membership with the State Bar of California? If yes, please list your Juris Doctor Degree and your active membership information for the State Bar of California in the education section of the application.

***QUESTION 2**

Do you possess one (1) year of experience as a Deputy District Attorney or equivalent?

If yes, please describe what experience you have that qualifies you for this position. Please indicate where and when you gained this experience and for whom you were employed. If you do not have experience, please state "N/A".

***QUESTION 3**

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

Please list the type of criminal justice court experience you have and the dates and jurisdictions where you received this experience. Please be specific, for example, if you argued motions before a court please specify if these were criminal or civil motions and indicate what types of motions they were, listing the applicable code sections under which they were brought. (For example, motions under CA Penal Code section 1538.5 or motions for diversion under CA Penal Code section 1001- 1001.95)

***QUESTION 4**

Please tell us about your last jury trial, what type of case was it? When and where did you try this case and what was the verdict? What did you enjoy or learn from this experience? Please include name of case, case number, and year of trial.

***QUESTION 5**

How many driving under the influence cases have you taken to verdict before a jury? Please include name of case, case number, and year of trial.

* Required Question