



**COUNTY OF MENDOCINO**  
invites applications for the position of:

## Deputy District Attorney I

**SALARY:** \$36.02 - \$43.79 Hourly  
\$2,881.60 - \$3,503.20 Biweekly  
\$74,921.60 - \$91,083.20 Annually

**OPENING DATE:** 09/07/22

**CLOSING DATE:** Continuous

### THE POSITION:

*Employment in some County departments or positions may require proof of **Covid-19 vaccination** or weekly testing per the applicable [California Public Health Officer's Order](#).*

*The option for **telework** may be available. Eligibility for telework is based on the position, employee, and telework environment; not every position, or every employee will be compatible to telework. Please see [Policy #57 Telework Policy and Program Guidelines](#) for details.*

Recruitments posted as "Continuous" are subject to close at any time (sometimes without warning) after an initial two-week posting period. Upon closing, the applications received will be screened (generally within 48 hours) and notices will be sent to the applicants regarding the status of their application.

**The list developed from this recruitment will be used for a limited period to fill open and promotional, regular full-time, and part-time positions in a variety of locations throughout the County, should they occur. Pursuant to current bargaining unit agreements, employees regularly assigned to the coastal region or in Covelo are eligible to receive a 5% assignment premium.**

Under close supervision, the Deputy District Attorney I learns and performs a variety of professional legal work involving the preparation, filing and prosecution of misdemeanor criminal cases as assigned and provides assistance to department staff.

**Bilingual English/Spanish encouraged to apply.** *Se buscan personas bilingües en inglés y español. Para recibir una solicitud en español, llame a Recursos Humanos al 234-6600.*

### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS:

*Duties may include, but are not limited to the following:*

- Interview victims and witnesses related to crimes; discuss cases with associated parties, such as investigators, police officers, probation officers and other attorneys.
- Review police reports, defendant files, probation reports, witness statements, evidence, crime scenes and/or other sources to obtain relevant information for cases.
- Issue subpoenas.

- Negotiate resolution of cases with defense attorneys.
- Appear and assist in making presentations in court at various stages of cases, including arraignments, pre-trial conferences and/or trials.
- Research, formulate, draft and file motions, briefs and/or other legal documents.
- Prepare cases for presentation at jury trials; coordinate with appropriate relevant parties.
- Conduct legal research on criminal law issues.
- Review appropriate documentation to file criminal charges.
- Review comprehensive investigative and/or other reports.
- Review current relevant legislation and litigation.
- Maintain and upgrade professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education and Experience:**

Current membership with the State Bar of California. Completion of a legal intern program, preferably in a District Attorney's office, is highly desirable; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

Licensed to practice law in the State of California  
Valid Drivers License

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Principles, procedures and practices regarding the practice of law in the State of California.
- Applicable state, federal and local ordinances, laws, rules and regulations.
- Record keeping, report preparation, filing methods and records management techniques.
- Methods and techniques of research, statistical analysis and report presentation.
- Ethical and professional standards of conduct.
- Computer applications and hardware related to performance of the essential functions of the job.

### **Skill in:**

- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.

### **Mental and Physical Ability to:**

- Analyze situations effectively, interpret and apply laws and regulations and recommend effective courses of action.

- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Write reports, motions, briefs and/or other legal documents.
- Speak effectively before groups and respond to questions.
- Argue clearly, logically and persuasively in written and oral form.
- Maintain confidentiality and objectivity.
- Understand and accept differences in human behavior, cultural and ethnic backgrounds.
- Establish and maintain effective working relationships with a variety of individuals.
- While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to stand, walk and lift and/or move up to 25 pounds.

## **SELECTION PROCEDURE:**

### **Important Application Information:**

- It is your responsibility to demonstrate through your application materials how you meet the minimum qualifications of the position/s for which you apply.
- You must complete all sections of the application. A résumé or other information you feel will help us evaluate your qualifications may be attached to your completed application, but will not be accepted in lieu of completing any part of the application. Blank applications that contain only a résumé or those that reference “see résumé” will be rejected as incomplete.
- Check your application before submitting to ensure it is complete and correct; no new or additional information will be accepted after the closing date.
- Inquiry will be made of your former and current employers; please provide the names and telephone numbers of supervisors on your application.
- You must provide the names and contact information of at least three (3) references (not relatives) that have knowledge of your job skills, experience, ability and/or character.
- Application materials are the property of Mendocino County and will not be returned.
- It is your responsibility to keep your NEOGOV profile updated, including any changes to your telephone number or address. Failure to do so may result in missed notification of exams or interviews.
- The exam process listed on this flyer is tentative. Mendocino County reserves the right to make necessary modifications to the examination plan. Such revisions will be in accordance with approved personnel standards. Should a change be made, applicants will be notified.
- The provisions of this job bulletin do not constitute an expressed or implied contract.

**Examination Process:** All complete applications will be reviewed with those judged most qualified progressing further in the selection process. Based on the number of qualified candidates, an oral examination (weight 100) or an unassembled exam, consisting of an evaluation of education and experience as stated on the application form, will be administered. The examination process will test the knowledge and abilities described above. A minimum score of 70 must be attained for placement on the employment list.

**Special Testing:** If you require special testing arrangements to accommodate a disability or religious conviction you must contact Human Resources at 707.234.6600 prior to the test date to make your requirements known. You must provide enough advance notice to allow Human Resources to properly review and evaluate your request.

**Special Requirements:** Employment in some County departments or positions may require the successful completion of a pre-employment criminal background, which may include fingerprinting, and/or a medical examination, which may include drug screening.

This announcement is a synopsis of duties and requirements of this job. To review the complete

classification specification and benefits, please see the HR website. Applications must be submitted to the Human Resources Department by the final filing date.

**The County of Mendocino is an Equal Opportunity Employer**



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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.mendocinocounty.org/hr>

501 Low Gap Road, Room 1326  
Ukiah, CA 95482  
707-234-6600

[MendocinoCountyNEOGOV@mendocinocounty.org](mailto:MendocinoCountyNEOGOV@mendocinocounty.org)

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Position #22.408  
DEPUTY DISTRICT ATTORNEY I  
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**Deputy District Attorney I Supplemental Questionnaire**

- \* 1. This position requires current membership in the California Bar Association. Are you a current member of the California Bar Association?

Yes    No

- \* 2. Please describe the most important case in which you have personally been involved. Include what made this case important, your role or involvement in the case (e.g. assigned attorney, research intern, 1538.5 attorney/legal intern, etc.) and what you learned from the experience. In your response, also include the name of the agency where you acquired the experience you discuss, the dates of employment or internship, and the name/s and contact information of a supervisor or other person who can verify your experience. In your response, do not refer to your application or resume, as these will not be evaluated with your response to this supplemental questionnaire.

- \* Required Question