

COUNTY OF AMADOR



JOB ANNOUNCEMENT

(Open Recruitment)

DEADLINE	POSITION	DEPARTMENT	RATE OF PAY
October 23, 2015 5:00 PM	Chief Assistant District Attorney	District Attorney	\$11,012/month

Definition: This is a single position classification that reports directly to the District Attorney. The incumbent in this classification is responsible for managing professional and support activities in the Criminal Division and Victim-Witness, and will directly oversee supervising attorneys, investigators, Victim-Witness advocates, and support staff.

Examples of Duties:

- Plan, organize, manage and perform a variety of administrative support functions
- Provide day-to-day control of the Department budget
- Coordinate and oversee special grants and reporting requirements
- Provide supervision and training for assigned staff
- Appear before the Board of Supervisors when necessary
- Assist in coordination of criminal charging policies and case assignments
- Prosecute criminal cases
- Analyze and apply legal principles, facts and evidence to difficult legal problems
- Present persuasive legal arguments orally and in writing
- Mediate conflicts and maintain an appropriate work environment
- Use available resources to maximize efficiency
- Maintain effective relationships with other agencies, the public, public officials, and others contacted in the course of business
- Review search warrants
- Oversee petitions, criminal writs and appeals and tasks as assigned

Training, Education and Experience:

Eight (8) years in the practice of law in the State of California; and three (3) years as a prosecutor in a public agency in the State of California.

Special Requirements: Must possess and maintain active membership in the State Bar of California and maintain a valid California Driver's license.

Selection Requirement: All interested applicants must fill out an Amador County employment application. Applications will be evaluated by a screening committee. The best qualified candidates will be selected for an interview. If an offer of employment is made, applicant will be required to successfully complete a background investigation.

For Job Application and Complete Job Description Contact:

AMADOR COUNTY HUMAN RESOURCES
810 Court Street, Jackson, CA 95642
(209) 223-6456 . Fax: (209) 223-6426 . www.amadorgov.org

Amador County is an Equal Opportunity/Affirmative Action employer.

Applicants will be considered without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.