



# Churchill County Human Resources

Human Resources



Loss Control



Safety

## OPEN JOB ANNOUNCEMENT

### DEPUTY DISTRICT ATTORNEY

(Works in the Criminal Division)

Salary: \$73,050 - \$98,238 annually (DOE)

Plus 100% paid retirement, vacation and sick leave

This Deputy District Attorney position primarily handles criminal matters, but not exclusively. The incumbent will make court appearances in the course of prosecuting criminal cases. In addition, the employee will research and determine whether criminal

charges should be filed; prepare various legal documents; prepare and try criminal cases; prepare search and arrest warrants; work cooperatively with assigned staff and other work-related personnel; and perform other legal duties as required.

### MINIMUM QUALIFICATIONS

- Graduation from ABA accredited law school and membership in any state bar required.
- Membership in Nevada State Bar required within two years of hire.
- Knowledge of criminal law and procedure.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of the court systems,

procedures and protocols in the State of Nevada.

- Skill in interpreting laws and regulations.
- Skill in effectively supervising, leading and delegating tasks.
- Strong computer skills are highly desirable.
- Current, or ability to obtain a current, Nevada Driver License.

### APPLICATION PROCEDURE

Submit a résumé along with a cover letter and writing sample to the Churchill County District Attorney, 165 N. Ada St., Fallon, Nevada, 89406. **The position will remain open until filled.** Your résumé and writing sample must clearly show your qualifications for the position to receive further consideration.

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract.







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<b>TITLE:</b>	<b>Deputy District Attorney</b>	<b>JOB CODE:</b>	1313
<b>PREPARED:</b>	6/30/03	<b>FLSA:</b>	Exempt
<b>UPDATED:</b>	9/6/13	<b>REVISION #:</b>	

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**Summary:** Under general supervision, this is an unclassified position which represents the County in the prosecution of individuals who have committed crimes punishable under law.

**Distinguishing Characteristics:** This designation is distinguished from the Deputy District Attorney-Civil by the principal focus of criminal case prosecution.

**Essential Job Functions:** *Performance of these functions is the reason the job exists. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Review requests for prosecution and determine the applicable statutes to the facts of the case; establishes which, if any, criminal charges should be filed.
- Reviews and evaluates requests for search warrants to determine if probable cause is sufficient; drafts applications and affidavits presented to the Magistrate when requesting a search warrant; drafts search warrants submitted to the Magistrate for approval.
- Prepares various legal documents, including appeals, motions, reviews of criminal complaints and negotiations and settlements of proposals.
- Conducts legal research for hearings on motions, preliminary hearings, trials and appeals.
- Prepares for and conducts preliminary hearings and trials; prepares questions to be asked of witnesses; formulates legal strategies for cross-examination of defense witnesses; formulates jury instructions; reviews jury questionnaires; prepares for the jury selection process; plans opening and closing statements.
- Identifies witnesses that need to be called to testify before a jury; meets with witnesses to prepare them for the court proceedings.
- Makes court appearances, including trials, appeals, preliminary hearings, status hearings, arraignments, evidentiary and review hearings and Child Support Hearing Master.
- Responds to appeals and other claims made by defendants after conviction; drafts and submits appeals and briefs to the State Supreme Court.
- Meets and negotiates with defense attorneys regarding resolutions of specific cases.
- Provides work direction and training to other legal staff.
- Performs other legal work as required.

**MINIMUM QUALIFICATIONS**

**Required Knowledge and Skills:**

- Knowledge of criminal and civil law.
- Knowledge of the criminal justice and court systems, procedures and protocols in the State of Nevada.

## **JOB DESCRIPTION**

### Deputy District Attorney

- Knowledge of local, state and federal rules of civil procedure.
- Knowledge of the state Administrative Procedure Act.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of general County policies, procedures, rules and regulations.
- Knowledge of supervisory principles, practices and methods.
- Skill in interpreting laws and regulations.
- Skill in effective oral and written communications.
- Skill in evaluating complex criminal or civil cases.
- Skill in performing legal research and writing briefs.
- Skill in effectively supervising, leading and delegating tasks.
- Skill in developing and maintaining effective working relationships with County personnel, court system personnel, law enforcement, defense attorneys and the general public.
- Skill in working under pressure within strict timeframes.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

#### **Education, Experience, Certifications and Licenses:**

- Juris Doctorate Degree with membership in good standing with the State Bar of Nevada.
- Admission before the state and federal courts of the jurisdiction of the County and admission before the federal Ninth Court of Appeals and the United States Supreme Court.
- Possession of a valid State of Nevada Driver's license.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

#### **Equipment and Tools Utilized:**

- Special Equipment includes computerized and conventional office equipment and a motorized vehicle.