

COUNTY OF GLENN



Deputy District Attorney I/II/III

Deadline to Apply: Thursday, March 14, 2024

COMPENSATION: I-\$36.02-\$43.78 II-\$37.85-\$46.02 III-\$43.97-\$53.46 Per Hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

Applications must include :

- Glenn County Employment Application
- Resume
- CA. Bar License
- Transcripts and/or Certificates
- Cover Letter

Interview Date: March 28, 2024

Under general direction, the Deputy District Attorney I/II/III performs legal work in the enforcement of laws; prosecutes criminal cases as assigned by the District Attorney; advises the general public and law enforcement officers on criminal matters; and does related work as required. The position is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have the ability to present laws, facts, and arguments clearly and logically in written and oral form. Deal effectively and tactfully with those contacted in the course of work; will also have an active membership in the California State Bar.

JOB DUTIES

- Prepare legal briefs for motions and appeals; prepares affidavits for search and arrest warrants; prepares trial briefs, checks questions of law.
- Provides legal and investigative analysis to police agencies; prepares briefs or opinions concerning law as applied to the jurisdiction of the District Attorney.
- Anticipates legal reasoning of defense attorneys and drafts jury instructions; presents opening statements, interrogates, and cross examines witnesses, argues points of law and makes final arguments or summations.
- Issues subpoenas; attends court pretrial conferences outside of court; represents the court in criminal calendar proceedings, including the scheduling of cases, pleas, negotiations, probation revocation hearings, motions, and sentencings.

Refer to the **job description** for a full list of duties.

About Glenn County: Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

MINIMUM QUALIFICATIONS

EXPERIENCE AND TRAINING GUIDELINES:

Deputy District Attorney I: Graduation from law school.

Deputy District Attorney II: Graduation from law school and one year of responsible civil and/or criminal litigation experience in a public agency or two years of outside experience, or an equivalent combination of education and experience.

Deputy District Attorney III: Graduation from law school and two years responsible criminal litigation experience in a public agency or three years of outside experience, or an equivalent combination of education and experience.

Must be licensed by the Bar to practice law in the State of California, and remain active with all California Bar annual requirements.

IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at calopps.org or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Thursday, March 14 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

THE SELECTION PROCESS:

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

COUNTY OF GLENN JOB OPPORTUNITIES



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.