



COUNTY OF SHASTA
INVITES APPLICATIONS FOR THE POSITION OF

DEPUTY DISTRICT ATTORNEY I/II/III

CURRENT VACANCY IS WITHIN THE SHASTA COUNTY
DISTRICT ATTORNEY'S OFFICE

SEE "SPECIAL REQUIREMENT" SECTION REGARDING
POSSESSION OF A VALID DRIVER'S LICENSE AND
CALIFORNIA STATE BAR MEMBERSHIP

THIS RECRUITMENT WILL BE USED FOR BOTH REGULAR AND
PROVISIONAL POSITIONS

APPLICATIONS WILL BE REVIEWED WEEKLY UNTIL POSITION IS FILLED

FINAL FILING DATE - CONTINUOUS

SALARY INFORMATION

Deputy District Attorney I: \$6,876 - \$8,776 APPROXIMATE MONTHLY* / \$39.67 - \$50.63* APPROXIMATE HOURLY*

Deputy District Attorney II: \$7,768 - \$9,915 APPROXIMATE MONTHLY* / \$44.82 - \$57.20 APPROXIMATE HOURLY*

Deputy District Attorney III: \$9,081 - \$11,590 APPROXIMATE MONTHLY* / \$52.39 - \$66.87 APPROXIMATE HOURLY*

Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary increases Please visit <https://www.shastacounty.gov/personnel/page/labor-agreements-mous>

BENEFITS INFORMATION

- **Paid Holidays:** 12 paid holidays (96 hours) per year.
- **Paid Vacation:** Based on years of continuous service. Years 0-3: 10 days; Years 4-9: 15 days; Years 10-15: 17 days; Year 16 and thereafter: 20 days.
- **Paid Sick Leave:** 96 hours of sick leave are earned each year with no maximum accrual, and pro-rata

payoff of accumulated sick leave if terminating in good standing after 5 years of continuous service.

- **Retirement:** CalPERS, with County contributions, coordinated with Social Security.
- **Insurance:** Medical, dental, and vision plans. The County pays most, or all, of the employee health insurance premium, and contributes a portion of the dependent health insurance premium.
- **Other:** Deferred Compensation plans, Employee Assistance Program, IRC Section 125 plan, and optional additional insurance products available through AFLAC.

For more information on employee benefits, please visit the Shasta County website.

ABOUT SHASTA COUNTY

Shasta County offers all the amenities of the big city while retaining a comfortable small-town atmosphere. With its natural beauty, affordable housing, excellent educational system, abundance of recreational opportunities, and excellent quality of life, Shasta County is a great place to live, work, and raise a family.

ABOUT THE DEPARTMENT

The District Attorney evaluates all reported crimes to determine if sufficient evidence exists to prosecute individuals for felony and misdemeanor offenses. In those cases where the District Attorney finds sufficient evidence, a criminal prosecution is undertaken. The Department also supervises the Victim/Witness Program.

ABOUT THE POSITION

Under direction, to assist the District Attorney in the prosecution of criminal cases; and to perform related work as required.

Some vacancies may be filled as provisional. For more information see section 4.3.C of the Shasta County Personnel Rules.

For more information about the position, the department encourages applicants to view the following link: <https://youtu.be/CHJmox24aVA>.

DISTINGUISHING CHARACTERISTICS

Deputy District Attorney I: This is the entry and trainee level in the alternately staffed Deputy District Attorney class series. Although duties may be common to the next higher class of Deputy District Attorney II, incumbents are typically assigned a variety of less complex cases and function within more clearly defined guidelines.

Deputy District Attorney II: This is the journey level in the alternately staffed Deputy District Attorney class series, and incumbents are expected to exercise a high degree of independent judgment in handling assigned cases. Positions in this class are distinguished from positions in the next higher class of Deputy District Attorney III in that the latter are assigned more complex and sensitive cases.

Deputy District Attorney III: Incumbents at this level in the alternately staffed Deputy District Attorney class series perform specialized legal work in criminal matters, which are more varied, complex and sensitive in nature. The incumbent is capable of handling all matters prosecuted by the District Attorney with some

supervision in the most complex cases.

EXAMPLES OF DUTIES

Deputy District Attorney I: Prosecutes misdemeanor and infraction cases; receives requests for complaints filed by arresting officers and determines the nature of the crime and whether the evidence justifies prosecution; appears in all courts and presents criminal cases; tries both court and jury trials; prepares briefs and legal opinions; conducts legal research; prepares correspondence and memos.

Deputy District Attorney II: Prosecutes misdemeanor, infractions, juvenile cases, and felony cases; reviews requests for complaints filed by law enforcement and determines the nature of the crime and whether the evidence justifies prosecution; appears in all courts and presents criminal cases; conducts preliminary hearings and motions; tries both court and jury trials; prepares briefs and legal opinions; conducts legal research; prepares correspondence and memos.

Deputy District Attorney III: Prosecutes all types of cases including the most serious and sensitive cases; receives requests for complaints filed by arresting officers and determines the nature of the crime and whether the evidence justifies prosecution; tries both court and jury trials in all courts including juvenile court; prepares briefs and legal opinions; conducts legal research; prepares correspondence and memos; appears in all courts on behalf of the District Attorney; prepares and presents criminal cases and those limited civil cases handled by the District Attorney.

QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Legal principles and practices; principles of criminal law and its application; provisions of the Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, and the Civil Code (as required) of the State of California; trial and hearing procedures; rules of evidence legal research methods.

Ability to: Successfully prosecute criminal cases; perform legal research; analyze and apply legal principles, facts, evidence and precedents to legal problems; present law, facts, and arguments clearly and logically in written and oral form; establish and maintain cooperative working relationships with those contacted in the course of work.

These employment standards are typically attained with:

Deputy District Attorney II: one year of experience comparable to that of a Deputy District Attorney I with Shasta County or two years of experience as an attorney practicing criminal law.

Deputy District Attorney III: two years of experience comparable to that of a Deputy District Attorney, or three years of experience as an attorney practicing criminal law.

SPECIAL REQUIREMENT

- Active membership in the State Bar of California.

- Possession of an appropriate California driver's license.

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application.

1. Do you have experience as a practicing criminal law attorney? If yes, please specify number of years of experience. If none, please type "n/a".
2. If yes to question #1, please indicate where you obtained this experience. If none, please type "n/a".
3. Identify and describe the (3) three most significant criminal cases you have handled. If you have not handled criminal cases as an attorney, please type "n/a".
4. Do you have an active membership in the State Bar of California? If yes, please provide your state bar number. If no, please type "n/a".
5. If you do not have an active membership in the State Bar of California, have you completed an application for a moral character determination with the State Bar? If so, when did you submit your application? If you have not, please type "n/a".
6. Are you willing to accept a provisional/collateral position? Yes/No
7. This position is in an Office that works closely with victims of crime. Do you understand that some tasks required in this role may involve reading police reports, hearing stories about victimization, exposure to graphic materials and speaking with victims on the phone or in person? Yes/No

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel; talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, and crouch. The employee must be able to walk and transport case files to and from court. The employee is required to possess sufficient stamina to conduct long trials and hearings. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- Shasta County participates in E-Verify. For more information visit https://www.e-verify.gov/sites/default/files/everify/posters/IER_RighttoWorkPoster.pdf. If you do not have internet access, contact Personnel at (530) 225-5515 to request a flyer.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Positions in this classification are covered by a collective bargaining agreement between the County and the United Public Employees of California (UPEC) – Professional Unit.
- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 8.5% of his/her pay to this plan, or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at <https://www.shastacounty.gov/personnel/page/employee-benefits> for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County's website are for information purposes only. To the extent the provisions of the flyer or the County's website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until current vacancies have been filled. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be

considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Veterans' Credit: Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran **MUST** provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) **WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.**

Applicants are encouraged to apply on-line at www.ShastaCountyCareers.com or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.



SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Shasta County Personnel
1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515