

Monterey County is an Equal Opportunity Employer and a Drug-Free Workplace



The County of Monterey



Invites your interest for the position of

DEPUTY DISTRICT ATTORNEY I
\$5,461 - \$7,410/Month

OPEN UNTIL FILLED
PRIORITY SCREENING DATE: Friday, October 13, 2017
Exam #17/39D01/09GR

SUMMARY OF POSITION

The Monterey County District Attorney's Office is now recruiting to fill an entry-level Deputy District Attorney I position in the criminal division. Candidates who have taken the July 2017 California Bar Examination who are awaiting results in November 2017 are strongly encouraged to apply. Qualified applicants may be offered paid certified post-bar positions prior to receiving bar examination results. All candidates pending California Bar Examination results are expected to apply with the State Bar for their post-bar certification. This position requires the ability to do complex legal research, and to present complicated factual and legal issues clearly both orally and in writing.

Incumbents prepare and prosecute cases in Superior Court as training progresses; review evidence and advise law enforcement officers and complainants on law and criminal proceedings; interview complainants and witnesses to obtain case information; prepare motions, orders, and other legal documents; and assist higher level prosecutors in preparing and prosecuting Superior Court criminal cases.

The office considers academic achievement as only one indicator of an applicant's potential. Equally important are qualities of personal character, integrity, judgment, and maturity. Prior leadership experience and a demonstrated commitment to public service are also valued qualities. Deputy District Attorneys are selected solely on the basis of merit, without regard to political affiliation.

Under the County's flexible staffing policy, attorneys hired at the Deputy DA I level of the career series may be promoted through the Deputy District Attorney IV level, subject to meeting the employment requirements of the higher class and securing the District Attorney's recommendation for promotion.

The Eligible List established by this recruitment may be used to fill current and future vacancies on a temporary or permanent basis.

SIGNIFICANT DUTIES

- Attend scheduled court hearings such as arraignments, pretrial hearings and motions, sentencing and probation revocations
- Prepare and prosecute cases by presenting opening statements, interrogating and cross examining witnesses, introducing evidence, making relevant objections, arguing objections, arguing points of law, presenting closing arguments and engaging in ongoing, meaningful settlement negotiations

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- Research complex and difficult questions of law and evidence and apply statutory and decisional case law, along with such other legal treatises as may be required, in preparation of cases for hearing in court
- Prepare legal briefs, motions, memoranda of points and authorities, documents and pleadings
- Interview victims, police officers, and witnesses
- Marshal, review and prepare evidence for presentation in court
- Determine nature of prosecution and negotiate the appropriate disposition of cases without going to trial
- Organize facts and legal arguments and marshal witnesses in preparation for trial and other court proceedings
- Determine nature of follow-up investigation needed for trial
- Evaluate requests for issuance of criminal complaints, analyze evidence presented for sufficiency and determine if additional evidence is required
- Comply with continuing education requirements
- Advise the general public and law enforcement personnel on criminal matters
- Train and/or serve as lead worker over less experienced attorneys and perform other law related duties as assigned
- Document activities as required in case files and other reports

Licenses/Certificates:

Membership in the California State Bar is required at the time of appointment. An employee must possess a valid California Class C driver's license or have access to transportation to meet work assignments.

MINIMUM QUALIFICATIONS

Working Knowledge of:

The duties, responsibilities, powers and limitations of the Office of the District Attorney; legal ethics; methods of legal research and writing; rules of evidence

Thorough Knowledge of:

Trial practice; constitutional, statutory and decisional laws of the State of California

Skill to:

Gather and evaluate data, draw logical conclusions and formulate an effective course of action; evaluate the persuasive impact of evidence on a court or jury; communicate effectively in presenting a case to a court or jury; write clearly, concisely and persuasively; recognize situations of a potentially sensitive nature and handle them with discretion; work cooperatively with persons of different socioeconomic and ethnic backgrounds; manage a caseload with the assistance of a supervisor.

CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

- Successfully complete a background investigation, which includes a fingerprint and DMV check.
- Possess and maintain a valid California class C driver license or be able to provide suitable transportation that is approved by the appointing authority.

For a complete job description, please visit:

<http://www.in.co.monterey.ca.us/personnel/documents/specifications/39D01.pdf>

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REQUIRED MATERIALS & SELECTION PROCEDURES

- The selection process is tentative and applicants will be notified if changes are made.
- **Priority screening date; Friday, October 13, 2017.** *All application material must be received by the priority screening date for a guaranteed review.* Applications received after this date will be considered on an as needed basis until the position is filled.
- **Applicants who fail to complete the required materials will not be considered for this position.** Resumes alone will not be accepted in lieu of required application materials.
- **A complete application packet includes:**
 - Completed Monterey County Application
 - Resume
 - School transcript
 - Response to each supplemental question
- Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination, and/or written examination.

WHY YOU SHOULD APPLY

The County of Monterey offers a premium benefits package that includes 23 days of Annual Leave, 10 holidays/year, along with health, dental, vision and life insurance and CalPERS retirement.

To view the "E" Unit Benefit Summary, please visit our website:

<http://www.in.co.monterey.ca.us/personnel/benefits/summary/2017/E%20Unit%20Benefit%20Summary%20Sheet%2002-2017.pdf>

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution prevail over this listing. If you are hired into this classification in a temporary position, your rate of pay will be hourly and you will not be eligible for the benefits listed in the summary.

APPLICATIONS MAY BE OBTAINED FROM AND SUBMITTED TO:

County of Monterey
Human Resources Division
Attention: Ginger Ramirez
168 W. Alisal Street, 3rd Floor
Salinas, CA 93901
(831) 759-6723

Or you may upload your documents and APPLY ON-LINE at:

<http://agency.governmentjobs.com/montereycounty/default.cfm>

Special Note: This information is intended to provide you with a general summary of benefits available and is not legally binding. Exact benefits are listed in the Personnel Policies & Practices Resolution or benefits summary sheet and prevail. If you believe you possess a disability that would require test accommodation, please call Monterey County Human Resources (831) 759-6723. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States.

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County of Monterey
SUPPLEMENTAL QUESTIONS
DEPUTY DISTRICT ATTORNEY I

If not applying on-line:

Please number your response. Include your name and the title of the position for which you are applying at the top of the page.

Instructions:

Responses to these Supplemental Questions must be submitted with your application materials. Applications received without Supplemental Question Responses will not be considered. A resume, cover letter, application, etc. will not be accepted as a substitute for responses to these questions. Failure to provide a complete response to these questions will eliminate you from further consideration. **Your response to the questions is an integral part of the selection process.**

- I have read and understand the supplemental question instructions.
2. Please provide your California State Bar number if you are already a licensed attorney:
 3. What law school courses have you completed that have prepared you to be a prosecutor? If you have taken continuing legal education courses after graduation, include those courses as well.
 4. Why would you be an effective public speaker?
 5. If you have ever worked as an attorney, intern or volunteer in a criminal law practice (e.g., District Attorney's Office, Public Defender's Office, private firm handling mainly criminal cases, etc.), please provide a description of the work you performed. Please list how many jury trials, court trial, or preliminary hearings you may have conducted.
 6. If you have ever worked as an attorney, intern or volunteer in a civil practice emphasizing consumer protection or environmental law, please provide a description of the work you performed.
 7. Your supervisor has assigned a case for you to try before a jury. After completing your trial preparations, you believe the defendant may not be guilty. What should you do?
 8. Have you been convicted of any crime? If so, please provide a brief description of the incident. (Do not include infractions.)
 9. Think of a time when you were doing your best work. Describe: (a) the work you were doing; (b) why you believe it was your best work; and (c) what motivated you at that time to do your best work.
 10. If hired, what is your understanding of the role you will play as a prosecutor with our office? How will your role as a prosecutor shape your interactions, expectations, activities and accountabilities with our office and our community?

11. If you are currently a licensed attorney with the State Bar of California or any other state, have you ever been the subject of any disciplinary action regarding your ability to practice law, including but not limited to, any State or Federal Bar Discipline? If so, please explain, if not, indicate "N/A."
12. Describe any experience or activities you have participated in which you believe will contribute to your success as a trial lawyer.
13. As a prosecutor, you must work with difficult and uncooperative people to achieve justice. What experiences make you suited to this aspect of being a prosecutor?
14. Describe a time in your personal or professional life when you did the right thing and paid a price for it, or a time when you didn't do the right thing and later regretted it.
15. Describe the source for your commitment to serving the People of Monterey County as a prosecutor and why you are particularly well-suited to serving this community.
16. Applicants hired as Deputy District Attorney I's will initially be assigned to either the criminal or civil division at the discretion of the District Attorney. Which division do you prefer to be assigned to and why?
17. Do you have any interest in prosecuting consumer fraud or environmental protection actions?