

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



The County of Monterey

Invites your interest for the position of

MANAGING DEPUTY DISTRICT ATTORNEY \$10,385 - \$14,176 per month



***FINAL FILING DATE EXTENDED*: December 13, 2017**
Exam #17/39D32/11GR

SUMMARY OF POSITION

The Monterey County District Attorney's Office seeks a seasoned leader to assist in the administration and management of legal units in the District Attorney's Office. This management level position reports to the Assistant District Attorney and/or the Chief Assistant District Attorney.

Incumbents in this position will direct the activities of designated prosecutorial units and is responsible for selecting, training, supervising, evaluating and disciplining subordinate staff or recommending such action for their designated unit, as well as handling court calendars and jury trials as necessary.

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

SIGNIFICANT DUTIES

- Supervises and trains less experienced attorneys; evaluates performance and prepares evaluations. Supervises and works collaboratively with specially assigned grant prosecutors, including monitoring their caseload, case disposition, and reporting obligations
- Drafts grant applications, manages and tracks approved grants, which includes working with grantors to develop strategies to enhance and meet performance metrics, monitor progress and impact
- Researches, develops, and evaluates grant opportunities supporting the District Attorney's mission
- Drafts documents, such as funding proposals, research summaries, and annual reports as required by grantors
- Evaluates requests for the issuance of criminal or civil complaints; analyzes evidence presented for sufficiency and determines if additional evidence is required
- Advises the general public and law enforcement personnel on criminal and civil enforcement matters
- Represents the District Attorney's Office by providing presentations outside the office as needed
- Other duties as assigned, including conducting jury trials

Licenses/Certificates:

Membership in the California State Bar is required at the time of appointment. An employee must
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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:

Principals of criminal and civil law, criminal procedure and trial practice; constitutional, statutory and decisional laws of the State of California

Skill to:

Gather and evaluate data, draw logical conclusions; evaluate facts and formulate an effective course of action; read, interpret and apply the principles contained in statutes, published court decisions and other relevant legal precedent; orally communicate complex information and concepts to persons of divergent socioeconomic and cultural backgrounds; present persuasive arguments as an advocate in a clear and reasoned manner; and conduct effective direct and cross-examination of witnesses in a courtroom; write clearly and concisely; organize large quantities of complex material in a logical manner for presentation in court; effectively and logically present evidence in complicated criminal and civil proceedings; recognize and evaluate approaches to situations of a potentially sensitive nature; establish and maintain cooperative relationships with those contacted during the course of work; think creatively; develop new methods, procedures or approaches to achieve desired results, as well as train and review the work of less experienced staff.

CONDITIONS OF EMPLOYMENT

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

- Possess and maintain active membership in the State Bar of California
- 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.co.monterey.ca.us/personnel/documents/specifications/39D32.pdf>

REQUIRED MATERIALS & SELECTION PROCEDURES

- The selection process is tentative and applicants will be notified if changes are made.
- **Final filing date: *Wednesday, December 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
 - Response to each supplemental question

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- 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 days of Professional Leave (prorated), 10 holidays/year, along with health, dental, vision and life insurance and CalPERS retirement.

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

<http://www.co.monterey.ca.us/personnel/benefits/summary/2017/X%20Unit%20Benefit%20Summary%20Sheet%2003-2017.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 special arrangements to participate in the selection process, please submit your request in writing. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States.

County of Monterey
SUPPLEMENTAL QUESTIONS

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MANAGING DEPUTY DISTRICT ATTORNEY

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.

1. Please provide your California State Bar number.

2. Describe your training and experience as a supervisor or manager, including monitoring caseload of subordinates.

3. Describe any of your knowledge and experience that will contribute to your success as a manager as it relates to the significant duties listed on this job flyer. Please include experience that would demonstrate your ability to lead a team.

4. Describe any grant writing or grant management experience or training you have.

5. Please describe your knowledge and experience presenting information to the public and to law enforcement on criminal and civil enforcement matters.

6. Describe your training and experience evaluating requests for issuance of criminal and civil complaints as well as analyzing presented evidence for sufficiency.

7. Please describe your training and experience evaluating the performance and training of less experienced members of your team, including suggesting corrective action of a former peer or colleague.

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