

## Storey County Job Description

# Deputy District Attorney

**Class Title:** Deputy District Attorney  
**Reports to:** District Attorney  
**Grade:** 144  
**Created:** 10/20/2008  
**Revised:** 12/15/2013

**JOB SUMMARY:** Under the general direction of the District Attorney, performs the widest variety of the professional legal work in the District Attorney's Office; develops, prepares, and presents the most complex criminal cases before judicial tribunals along with associated work and trial work; provides legal advice to County departments, commissions, boards, and special districts; litigates civil cases; provides legal services, and performs related work as required; assigns work and supervises legal support staff.

**DISTINGUISHING CHARACTERISTICS:** This class represents the full working-level legal class in the County. Incumbents are expected to exercise judgment in carrying out assignments. Direction is received from the District Attorney who reviews work by means of case conferences or written direction and an analysis of results achieved, measured against goals and objectives. This is a lead direction, supervision, training, consultation, and work coordination classification. This class requires supervisory responsibility and oversight of the office in the absence of the District Attorney.

**EXAMPLES OF ESSENTIAL FUNCTIONS:** The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

- Reviews, analyzes, and evaluates reports, requests for criminal complaints, and evidence gathered from law enforcement personnel to determine whether a request is justified or whether additional evidence is needed.
- Determines and authorizes charges filed; prepares complaints, affidavits, warrants, and summonses; prepares motions and other pleadings for court; prepares cases and witnesses for court; serves as the prosecutor in court proceedings; conducts hearings.
- Conducts legal research and analyses; interprets and applies statutes, regulations, court decisions, and other legal authorities to use in preparing legal briefs, motions, and cases.
- Prepares pleadings, briefs, appeals, and other legal documents in connection with trials, hearings, and other legal proceedings; prepares responses to opposing counsel's motions or briefs.
- Serves as legal advisor at commission, board, or special district meetings; drafts ordinances, rules, regulations, policies, and by-laws; prepares and negotiates contracts; provides legal advice, guidance, opinions, and interpretations to County departments and local government agencies.

- Prepares legal documents; conducts discovery; negotiates, settles, and tries civil cases.
- Provides advice and guidance to law enforcement personnel and others on criminal procedures and proceedings.
- Upon request of the District Attorney, must be able to prepare petitions, warrants, summonses, motions in juvenile cases; develop and implement procedures and protocol for the handling of juvenile cases.

## **QUALIFICATIONS:**

### *Knowledge of*

- Substantial knowledge of the practice of criminal law and civil law and public administration, codes, laws, rules, and legal procedures.
- Knowledge of county, departmental, and division policies and procedures (including the policies and procedures of the departments/divisions within the county).
- Functions, operations, and legal problems of county departments and local law enforcement agency.
- Available computer programs for legal research and word processing skills.

### *Ability to*

- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations.
- Provide legal representation in legal matters and litigation on an independent basis.
- Analyze facts and apply legal principles and precedents to specific cases.
- Develop legal issues and present clear and logical arguments and statements of fact and law.
- Exercise judgment and discretion.
- Prepare and present cases at all levels of the court system.
- Communicate effectively both orally and in writing.
- Write clear, concise, and effective reports and legal documents including briefs, motions, and contracts.
- Effectively and professionally represent the District Attorney's Office in contacts with the public, community organizations, law enforcement agencies, the legislature, and other government jurisdictions.
- Establish and maintain effective working relationships with County officials, court personnel, other staff, opposing attorneys, and the public.
- Perform legal research.

**LICENSING, EDUCATION & OTHER REQUIREMENTS:**

- May be required to possess and maintain a valid Nevada Class “C” Driver License or access to alternative means of reliable transportation.
- Must successfully pass a criminal background check.
- Current, valid license to practice law issued by the Nevada Supreme Court and membership in the State Bar of Nevada. Must be able to be admitted to practice in the United States District Court for the Northern District of Nevada and the Ninth Circuit Court of Appeals.
- Substantial legal experience.

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:** The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- ***Physical Requirements.*** Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*
- ***Working Environment.*** Work is performed under the following conditions: position functions indoors in an office type environment where most work is performed at a desk, and in a courtroom setting. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

Effective the \_15\_ day of \_December\_, 2013\_.

Upon approval the above language shall be amended into the Storey County Government Classification Plan.

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Patrick A. Whitten  
County Manager

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Austin Osborne  
Administrative Officer