



CLARK COUNTY
Established Date: Sep 19, 2011
Revision Date: Mar 26, 2018

DEPUTY DISTRICT ATTORNEY

Class Code:
E06126

Bargaining Unit: CLARK COUNTY
PROSECUTORS ASSOCIATION

SALARY RANGE

\$34.29 - \$66.91 Hourly
\$2,743.20 - \$5,352.80 Biweekly
\$5,943.60 - \$11,597.73 Monthly
\$71,323.20 - \$139,172.80 Annually

JOB SUMMARY/CLASS CHARACTERISTICS:

JOB SUMMARY:

Responsible for complex professional legal work in the performance of professional legal services included in the performance of a variety of criminal and civil investigations, trial preparations, prosecutions and defenses for Clark County's District Attorney office.

CLASS CHARACTERISTICS:

This is the experienced level class in this professional series, responsible for providing proficient completion of complex legal assignments. This class requires the application of seasoned judgment and latitude in completion of casework. This class may be assigned as a team lead in completing assignments. This class is distinguished from Chief Deputy District Attorney in that the latter is a supervisory level position responsible for program/area, or specialty assignments.

MINIMUM REQUIREMENTS:

Education and Experience: Possession of a certificate of admission to the Bar of the State of Nevada and eligibility to practice law before the courts of the State of Nevada.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

EXAMPLES OF DUTIES:

Prepares and presents State's evidence in criminal actions to include legal arguments regarding merit. Argues on behalf of the State against various writs, petitions, motions and other filings. Represents the state in court hearings or proceedings on criminal law matters, including arraignments, preliminary hearings, hearings, trials, and post-conviction and

appellate proceedings. Prepares and supervises the preparation of legal briefs filed on behalf of the State, and correspondence, records and reports as assigned. Presents plea negotiations with opposing attorneys. Interviews and communicates with witnesses and other relevant individuals in regard to criminal or civil action. Confers with investigators regarding the collection of facts and evidence. Advises law enforcement of the legality of search warrants. Performs legal research and studies. Interprets and applies laws, court decisions and legal points and authorities for use in the preparation of cases, opinions and briefs for the prosecution. Confers with and advises County officials, employees, and representatives on legal questions. Drafts ordinances, resolutions and other legislative measures. Represents the County in cases initiated by or against the County. May supervise, train and evaluate other attorneys. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Maintains accurate records and files. Uses standard office equipment, including a computer in the performance of the work. May drive a personal or County vehicle in the course of the work or be capable of arranging for transportation to off-site locations in order to attend meetings and conduct other legal business.

PHYSICAL DEMANDS:

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Stand for prolonged periods of time. Speak in a clear and comprehensible manner. Hear and respond to questions posed. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

Application of legal principles to individual cases or problems; judicial procedure and rules of evidence; applicable laws, codes and regulations; computer applications, particularly as related to the performance of legal research; correct business English, including spelling, grammar and punctuation; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skill in:

Present facts, evidence and precedents concerned in moderately complex cases clearly in the form of briefs, opinions, orders or decisions; understand and interpret constitutional provisions, statutes, administrative regulations and precedents; researching, interpreting, applying, and explaining applicable laws, codes, regulations and court decisions; using initiative and independent judgment within established procedural guidelines; maintaining accurate records of work performed; plan, assign and review work of subordinate attorneys and clerical staff; compiling and summarizing information and preparing periodic or special reports related to the work of the court or department to which assigned; organizing own work, setting priorities and meeting critical deadlines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working relationships with those contacted in the course of the work.

SALARY SCHEDULE:

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