



CLARK COUNTY

Department of Human Resources
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<http://www.clarkcountynv.gov>

INVITES APPLICATIONS FOR THE POSITION OF: DEPUTY DISTRICT ATTORNEY

Department Name: District Attorney
 Exam Number: 15047

SALARY

\$71,323.20 - \$139,172.80 Annually

OPENING DATE: 05/22/18

CLOSING DATE: 06/05/18 05:01 PM

ABOUT THE POSITION:

The Clark County District Attorney's Office is looking for a Deputy District Attorney to handle Paternity and Child Support establishment and enforcement cases within the DA's Family Support Division. This employee will prosecute Child Support Cases under the NRS on behalf of DAFS, in child support IV-D Court and District Court, and up to and including appeals to the Nevada Court of Appeals or Nevada Supreme Court. Additionally this employee will carry a voluminous caseload, investigate cases, prepare pleadings, pre-trial motions, oppositions and memos, and prepare and present child support cases in court on a regular basis.

This examination will establish an Open Competitive and Promotional list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by the Office of Human Resources.

This recruitment will be used to fill vacancies in the Family Support Division of the District Attorney's Office.

Some positions may be Grant Funded. Grant Funded positions are subject to continuation based on availability of grant funds and the employee will be terminated without right of appeal when such funds are no longer available.

Candidates selected for interview will be required to bring law school transcripts and a writing sample at time of interview.

Scoring: Your score will be determined by a training and experience rating of the completed application package. You will receive 50 points for meeting the minimum qualification requirements listed on your application. After these requirements are met, a review of your application and supplemental attachment will be completed with up to an additional 50 points awarded based on the following criteria:

Prosecutorial, public agency, or judicial clerkship/internship/externship (Up to 10 points)
 Length and type of legal experience (Up to 10 points)
 Length and type of professional experience (Up to 10 points)
 Length and type of general experience (Up to 15 points)
 Personal narrative (Up to 5 points)

MINIMUM REQUIREMENTS

Qualifying education and experience must be clearly documented in the "Education" and "Work

Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

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.

An Equal Opportunity Employer

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DEPUTY DISTRICT ATTORNEY Supplemental Questionnaire

* 1. **I understand that:**

A) My answers to these supplemental questions will be reviewed and scored by subject matter experts;

B) Examination scores may be used to select candidates for interviews;

C) The education and experience cited in my answers to these supplemental questions must be clearly documented in the "Education" and "Work Experience" sections of the application;

D) I must complete these supplemental questions, in my own words, in order for my application to be evaluated;

E) "See Resume" is not a substitute for any of the required information, and in fact my resume will not be used to evaluate my application or supplemental assessment;

F) Language copied word-for-word from a job description or job posting will not be evaluated;

G) I may be called upon to demonstrate my expertise, in a work situation, as part of the selection process.

I have read and understand the above information regarding completion of the following supplemental questions.

* 2. **Nevada State Bar Membership Status:**

Are you a current member of the NEVADA STATE BAR, in good standing, and eligible to practice law in the state of Nevada?

Yes No

* 3. Please indicate your membership status with the Nevada State Bar.

* 4. Please indicate your Nevada State Bar License Number and Admittance Date.

* 5. List all State Bar Exams you have taken, include the year you took the exam, and whether you passed or failed, or are still awaiting the results.

* 6. **Disciplinary Action:**

Are you now or have you ever been the subject of a disciplinary action, formal or informal, by a professional organization while practicing law?

Yes No

* 7. **Disciplinary Action:**

If you answered "yes" in the previous question, please detail each action, including a description of the complaint, current status, and outcome.

* 8. **Education:**

Please list all degrees received in the field of law, and/or closely related to the work. Include the name of the law school(s) you attended.

* 9. **Judicial Clerkship/Internship/Prosecutorial/Public Agency Experience:**

Please identify whether you ever worked, clerked, or interned for a judge and/or prosecutor's office and/or public agency (either civil or criminal). Select all that apply.

- Interned/Worked for a judge
- Interned/Worked for a prosecutor's office
- Interned/Worked for a public agency
- No - I have not previously worked in the above listed positions

* 10. **Judicial Clerkship/Internship/Prosecutorial/Public Agency Experience:**

If you have previous experience with a judge or prosecutor's office or a public agency, please describe in detail your job duties. (Maximum 10 points)
Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

Supplemental Question Answer:

- * 11. **Professional Legal Experience:** List any professional level legal experience working with Family Law. Include in your response the length and type of employment, the nature of the cases handled, and your level of duties and responsibilities. (Maximum 10 points)
Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.
Employer Name:
Job Title:
Hours Worked Per Week:
Dates of Employment:
Supplemental Question Answer:

- * 12. **Professional Experience:** List any other practical legal experience (include full-time or part-time employment, internships, externships, or other work) related to Child Support and/or agency representation. (Maximum 10 points)
Complete a separate entry for each employer where your experience was obtained (see template below). Type N/A if you have no related experience.
Employer Name:
Job Title:
Hours Worked Per Week:
Dates of Employment:
Supplemental Question Answer:

- * 13. **General Experience:** List and summarize any other significant experience and/or factors that make you a good candidate for this position. This could include work experience (not already included in the application package), educational, or life experiences. Include in your response an example of a difficult professional decision that you have made, and how it impacted other employees, individuals, or companies. (Maximum 15 points)

- * 14. **Personal Narrative:** Provide a summary detailing each of the following: (Maximum 5 points) **a.** Why are you interested in working in the area of Child Support? **b.** Why do you want to work in Las Vegas? **c.** How does your past professional experience make you the best candidate for this position?

- * 15. **Employment Gaps:** Explain any large gaps in your employment history not covered in your application.

- * 16. **Previous Applications with the District Attorney:** If you previously applied for a position within the Clark County District Attorney's Office, but are not currently employed within the office, please identify the following: **a.** The position you applied for. **b.** Date or year of application. **c.** Whether you received an invitation to interview. **d.** Your final status in the recruitment (if known). **e.** Not applicable.

- * 17. **Release of Education and Employment Records:** Submitting this application package authorizes the Clark County District Attorney's Office to conduct a pre-offer background check on all education/experience identified in my application. The educational release authorizes Clark County to contact, for verification purposes, all college(s) and law school(s) attended to verify my educational records which includes, but is not limited to my grades and class ranking.

I have read and understand that with the submission of my application package, I am agreeing to the aforementioned pre-offer background check.

* Required Question