

**CLARK COUNTY**

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

**INVITES APPLICATIONS FOR THE POSITION OF:
DEPUTY DISTRICT ATTORNEY - CRIMINAL DIVISION**

Department Name: District Attorney
Exam Number: 14836

SALARY

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

OPENING DATE: 04/13/18

CLOSING DATE: 05/11/18 05:01 PM

ABOUT THE POSITION:

The Clark County District Attorney's Office invites you to apply for the position of Deputy District Attorney. Deputy District Attorneys prepare, file, and present the prosecution case in all phases of criminal cases, including jury trials and bench trials. Deputy District Attorneys also perform other varied duties as assigned by the District Attorney.

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 Criminal 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.

Resume Requirement: In order to be considered for this recruitment, candidates are required to submit a resume at time of application.

Candidates selected for an interview will be required to submit law school transcripts and a writing sample to the District Attorney's Office prior to 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, resume and supplemental attachment will be completed with up to an additional 50 points awarded based on the following criteria:

- Bar exams candidate has successfully passed (Up to 3 points)
- Ranking of law school attended by candidate (Up to 5 points)

- Class standing of candidate in law school (Up to 6 points)
- Law Review/Trial Advocacy/Moot Court/Mock Trial Participation (Up to 6 points)
- Prosecutorial or judicial clerkship/internship/externship (Up to 5 points)
- Experience trying jury trials to final verdict (Up to 5 points)
- Length and type of legal experience (Up to 5 points)
- Other significant experience/factors (Up to 10 points)
- Personal narrative (Up to 5 points)

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.

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.

Background Investigation: Employment is contingent upon the results of a background investigation, which may include both a pre- and post-offer background check for positions within the District Attorney's Office, and a test for controlled substances.

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 - CRIMINAL DIVISION 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 bar exams you have taken. Please include the state, the year you took the exam, and whether you passed or failed, or are still awaiting the results. (Maximum 3 points)
- * 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. List all legal degrees, the law school(s) attended, and the year you received the degree. (Maximum 5 points)

- * 9. **GPA:** List your final GPA in law school.

- * 10. **Class Standing in Law School:** Select your final class standing in law school. (Maximum 6 points)
 - Top 20%
 - 2nd 20%
 - Middle 20%
 - 4th 20%
 - Bottom 20%
 - Law School Doesn't Rank

- * 11. **Law Review or other journals:** Identify whether you were a member of a journal in law school, listing the journal(s), position, and years participated, including any articles authored and/or published.

- * 12. **Trial Advocacy/Moot Court/Mock Trial Competitions:** In addition to any mandatory courses, did you participate in Trial Advocacy, or any Moot Court and/or Mock Trial competitions while attending law school? (Maximum 6 points)

- * 13. **Trial Advocacy/Moot Court/Mock Trial Competitions:** If you answered "yes" to question #12, please list the competitions, years the competitions were held, type of competition (regional, national, criminal, civil, etc.), sponsoring organization, your role in the competitions and any awards received.

- * 14. **Judicial Clerkship/Internship/Prosecutorial Experience:** Please identify whether you ever worked, clerked, or interned for a judge and/or prosecutor's office (either civil or criminal). (Maximum 5 points)
 - Interned/Worked for a judge.
 - Interned/Worked for a prosecutor's office.
 - Not applicable.

- * 15. **Judicial Clerkship/Internship/Prosecutorial Experience:** If you have previous experience with a judge or prosecutor's office, please describe in detail your job duties (if not already identified on your application form), completing a separate entry for each employer where your experience was obtained, including the following:
 - a. The type of position (clerk/intern/volunteer).
 - b. Time worked (to/from, month/year, and hours per week).
 - c. If judicial clerkship, type of cases court presided over (i.e. civil, criminal, mixed).
 - d. The type of work done.
 - e. The location of the clerkship (city/state/federal).
 - f. Professional lessons learned.
 - g. Whether the experience was pre- or post- law school graduation.

- * 16. **Trial Experience:** Please select the different types of trials you have experience in trying to final verdict. Select all that apply. (Maximum 5 points)

- Experience with misdemeanor jury trials.
 - Experience with felony jury trials.
 - Experience with civil jury trials.
 - Experience with bench trials.
 - Not applicable.
- * 17. **Trial Experience:** If you indicated having trial experience in the previous question (to final verdict), please outline the number of trials & year(s) cases were tried for each of the following:
- a. Misdemeanor jury trials.
 - b. Felony jury trials.
 - c. Civil jury trials.
 - d. Bench trials.
- * 18. **Length and Type of Legal Experience:** List your professional experience in the legal field. Include in your response the length and type of employment including the level of responsibility you held. (Maximum 5 points)
- * 19. **General Experience:** List and briefly 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), and 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 10 points)
- * 20. **Personal Narrative:** Provide a brief summary detailing each of the following: (Maximum 5 points)
- a. Why are you interested in working as a prosecutor?
 - 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?
- * 21. **Employment Gaps:** Explain any large gaps in your employment history not covered in your application.
- * 22. **Previous Applications with the District Attorney:** Have you previously applied for any position within the Clark County District Attorney's Office? Select all that apply.
- Yes - I am a current employee of the Clark County D.A.'s Office.
 - Yes - I am a previous employee of the Clark County D.A.'s Office.
 - Yes - I received an interview, but was not selected.
 - Yes - I was placed on the eligibility list, but was not called for interview.

- Yes - But was either not qualified or submitted an incomplete application.
- No - I have not previously applied for a position within the Clark County D.A.'s Office.

* 23. **Previous Applications with the District Attorney:** If you previously applied for a position within the Clark County D.A.'s Office, but are not currently employed within the office, please identify the following:

- a. The position title 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.

* 24. **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.

* 25. **Resume Requirement:** Candidates are required to submit a resume at time of application. Resumes must be received by the Office of Human Resources prior to 5:00 p.m. on the posted closing date. Resumes may be electronically attached during the on-line application process, faxed to 702-380-9960, or mailed/delivered to Clark County Human Resources, located within the Clark County Government Center at 500 S. Grand Central Parkway, 3rd Floor, Las Vegas, NV 89106. Candidate's name, recruitment title, and exam number must be clearly written on the resume.

I understand that I must submit a resume, as outlined above and in the job announcement, with this application package.

* Required Question