



## JOB DESCRIPTION

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**JOB TITLE:** Assistant District Attorney

**JOB CODE:** 1310

**DEPARTMENT:** District Attorney

**FLSA STATUS:** Exempt

**REPORTS TO:** District Attorney

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### SUMMARY OF JOB PURPOSE

The Assistant District Attorney is responsible for daily management and coordination of all Divisions of the District Attorney's Office, which include the Criminal Division, Civil Division, Investigations Division, and Child Support Enforcement Division. This position prosecutes high profile criminal cases and provides counsel on the most complex and sensitive issues and projects. This position is also responsible for administration of the office in consultation with the District Attorney. This position acts for the District Attorney in his absence.

### ESSENTIAL FUNCTIONS

1. Acts for the District Attorney in his absence or as assigned.
2. Manages and oversees the operations of all Divisions in the District Attorney's Office; assigns work activities and projects to Chief Deputy District Attorneys; monitors attorney caseloads; oversees training; reviews and evaluates work products, methods, and procedures.
3. Prepares evaluations of Chief Deputy District Attorneys, and assists them in evaluating deputy district attorneys.
4. Monitors and evaluates current procedures, formulate proposals for policy revisions and oversees implementation of general office policies or new programs.
5. Prosecutes high profile criminal cases or those cases which are of significant interest in the community.
6. Assists courts, law enforcement officers, private attorneys or citizens with resolution of problems.
7. Exercises direct supervision over attorneys, investigators, and support staff in accordance with Office policies and procedures as well as County policies and applicable laws; participates in the interview and selection process of new employees and is responsible for training employees, evaluating performance, monitoring workloads, disciplining employees, and resolving workplace issues.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Juris Doctorate from an accredited law school and licensed and in good standing to practice law in all State and Federal courts in Nevada; minimum of ten (10) years of legal experience with a significant portion of that time in a district attorney's office.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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**Assistant District Attorney**

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret complex legal documents; present persuasive and well-reasoned arguments in courts as well as public meetings.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts and apply them to practical applications such as budget preparations or in cases.

### **REASONING ABILITY**

Ability to apply sound principles of reasoning to a wide range of legal, intellectual, and practical problems.

### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge and experience with applicable laws as related to the operation of the Office of the District Attorney; Judicial procedures as well as Office policies and procedures; felony jury trial experience; advising county officials and/or departments on civil matters; principles of supervision, training and performance management; basic principles and practices of budget administration; standard office policies, procedures, and computer proficiency.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Licensed and in good standing with the State Bar of Nevada; Valid Driver's License with an acceptable driving record.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORKING ENVIRONMENT**

This position primarily resides in a standard office environment as well as the courtroom; may involve sitting for long periods of time; may be called out to a crime scene for assistance.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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