



JOB DESCRIPTION

JOB TITLE: Chief Deputy District Attorney – Civil

JOB CODE: 1470

DEPARTMENT: District Attorney

FLSA STATUS: Exempt

REPORTS TO: District Attorney/Assistant District Attorney

SUMMARY OF JOB PURPOSE

The Chief Civil Deputy District Attorney is responsible for coordinating and directing all civil legal matters in the County with direction provided by the District Attorney or Assistant District Attorney.

ESSENTIAL FUNCTIONS

1. Acts as Chief Counsel in the absence or unavailability of the District Attorney and Assistant District Attorney with respect to matters involving the Civil Division.
2. Supervises and administers the Civil Division of the Office in accordance with the policies of the District Attorney; exercises direct supervision over Deputy District Attorneys and the legal support staff with respect to substantive legal work in the Civil Division; carries out supervisory responsibilities 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.
3. Represents various public boards, public commissions, and elected offices.
4. Advises County officials and departments on the legal propriety of proposed actions.
5. Review or drafts all contracts involving the County or its officers, employees, and agents.
6. Searches for, interprets, and applies laws, court decisions, and other legal authorities in preparation of briefs or legal opinions.
7. Drafts County Codes, Ordinances, and Resolutions.
8. Represents the County and its officers, employees, and agents in all civil litigation.
9. Reviews workloads, develops priorities, assigns cases, consults with other attorneys in the office and reviews their performance in the Civil Division.
10. Acts as the County's insurance liaison and sits as a member of the Nevada Public Agency Insurance Pool in the absence of the District Attorney.
11. Acts for the District Attorney in the District Attorney's and Assistant District Attorney's absence with respect to civil matters and administrative office operations.

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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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 eight (8) years of legal experience with a significant portion of that time in a district attorney's office.

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 of, 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; extensive civil litigation experience; advising County officials and departments; principles of supervision, training, and performance management; 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.

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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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