



JOB DESCRIPTION

JOB TITLE: Deputy District Attorney I – Civil

JOB CODE: 1780

DEPARTMENT: District Attorney

FLSA STATUS: Exempt

REPORTS TO: D.A., Assistant D.A., & Chief Deputy District Attorney – Civil

SUMMARY OF JOB PURPOSE

Performs professional legal work of a government civil nature with moderate supervision from, or consultation with, the Chief Civil Deputy District Attorney, Assistant District Attorney, or the District Attorney.

ESSENTIAL FUNCTIONS

1. Represents the County in civil matters involving land use planning, contracts, elections, litigation and other government civil issues.
2. Advises County officials and employees on the legal propriety of proposed actions taken in the context of the civil legal matters or the performance of official duties in a non-criminal law context.
3. Searches for, interprets, and analyzes laws, court decisions, and other legal authorities in the preparation of correspondence, briefs, legal opinions, or memoranda.
4. Represents various public boards, commissions, and public officials.
5. Advises County officials and departments on the legal propriety of proposed actions.
6. Prepares and reviews contracts involving the County, its officers, employees, and agents.
7. Drafts County codes, ordinances, and resolutions.
8. Represents the County and its officers, employees, and agents in civil litigation.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are indicative 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

Graduation from an accredited law school with a Juris Doctorate Degree.

LANGUAGE SKILLS

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

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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MATHEMATICAL SKILLS

Ability to work with mathematical concepts and apply them to practical applications.

REASONING ABILITY

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

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge, skills, and abilities pertinent to the following: legal research methods and resources; applicable laws as related to the operation of the Office of the District Attorney; judicial procedures; office policies and procedures; computer proficiency, including typing skills and use of MS Word.

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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