



## JOB DESCRIPTION

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**JOB TITLE:** Deputy District Attorney III – Criminal

**JOB CODE:** 1800

**DEPARTMENT:** District Attorney

**FLSA STATUS:** Exempt

**REPORTS TO:** D.A., Assistant D.A., and Chief Deputy District Attorney – Criminal

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### SUMMARY OF JOB PURPOSE

Performs professional legal work relating to criminal law with minimal supervision from the Chief Criminal Deputy District Attorney, Assistant District Attorney, or the District Attorney.

### ESSENTIAL FUNCTIONS

1. Represents the State in criminal prosecutions at both misdemeanor and felony levels.
2. Reviews police reports and investigations conducted in support of prospective charges.
3. Authorizes and drafts criminal complaints and other legal documents in support of criminal prosecutions.
4. Prepares and presents the State's case at preliminary hearings, before the Grand Jury and at trial.
5. Advises County officials and employees on the legal propriety of proposed actions taken in the context of the criminal justice system or the performance of official duties in the non-criminal law context.
6. Searches for, interprets and applies laws, court decisions, and other legal authorities in preparation of briefs or legal opinions.
7. Acts as a 24-hour on-call deputy on a rotating basis for giving legal advice to the sheriff or for other emergencies.

### 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

Graduation from an accredited law school with a Juris Doctorate Degree plus a minimum of three (3) years previous experience as a Deputy District Attorney, or equivalent experience in legal practice.

#### LANGUAGE SKILLS

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

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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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#### **MATHEMATICAL SKILLS**

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