



Deputy District Attorney I-IV



County of Imperial



THE COMMUNITY

Imperial County is located in Imperial Valley, bordering both Arizona and Mexico. The County is home to approximately 180,000 residents who live and work within its seven cities (Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial, and Westmorland) and eight unincorporated communities (Bombay Beach, Heber, Niland, Ocotillo, Palo Verde, Salton City, Seeley, and Winterhaven). The County seat is the city of El Centro. This vast terrain varies from 235 feet below sea level at the Salton Sea to 4,548 feet above sea level at Blue Angel Peak. Established in 1907, it was the last county to be established in California. Although this region is a desert, with high temperatures and low average rainfall of three inches (seventy-five mm) per year, the economy is heavily based on agriculture due to irrigation, supplied wholly from the Colorado River via the All-American Canal.

Imperial Valley has a variety of attractions for visitors and residents. Yuma is located on the banks of the Colorado River. NAF El Centro is the winter home of the U.S. Navy Flight Demonstration Squadron, the Blue Angels. Imperial Valley Expo & Fairgrounds is home to the California Mid-Winter Fair and Fiesta which is the local county fair, held in late February to early March and known throughout North America. It is also home to the Imperial Valley Speedway. Recreational opportunities are abundant in the area with water sports at the Colorado River; hunting, camping, and off-road activities in the rugged mountains and desert sand dunes. The Anza-Borrego Desert State Park, California's largest state park, the Salton Sea State Recreation Area, Algodones, Sand Dunes, Fossil Canyon, Painted Gorge, and Salvation Mountain are just a few of the unique parks in the region. The border city of Mexicali, Baja California, México offers big city amenities like museums, a zoo, a sports convention center, several restaurants, and an international airport. Visitors cross by foot or car from Calexico in the United States every day.

Imperial High School, located in Imperial, was designated a California Distinguished High School in 2003 and 2007 by the CA State Department of Education. Opportunities to attend college are available through Imperial Valley College, San Diego State-Imperial Valley and Brawley Campuses, and the University of Phoenix.



ABOUT THE DEPARTMENT

Mission Statement of the District Attorney's Office

The district attorney, as a public prosecutor of both criminal and civil cases, ensures that justice is done and that the rights of all are safeguarded. The district attorney works with every component of the criminal justice system, and the entire community, to protect the innocent, to convict and appropriately punish the guilty, and to protect the rights of victims and witnesses.

Programs:

- Victim Witness Program
- Domestic Violence
- Bad Check Program
- Elder Abuse



THE POSITION

Under the direction of the Assistant District Attorney, prosecutes criminal cases in the municipal and superior courts; conducts jury trials representing the District Attorney's office.

The Deputy District Attorney will need knowledge of:

- Law and procedures, sentencing practices and jury response to specific issues.
- Persuade others in the presentation of information in the most favorable point view.
- Criminal case law.
- Laws such as County ordinances, State and federal statutes, State and federal constitutions and rules of court.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Public speaking techniques.
- Research methods and report writing techniques.

Ideal Candidate will have ability to:

- Prosecute criminals representing the District Attorney's office.
- Represent the County's legal interest in a persuasive manner.
- Research legal issues, complaints, pleadings, and points and authorities.
- Counsel and advise the board of Supervisors, County boards, commissions and administrative bodies on legal matters.
- Communicate effectively both orally and in writing.
- Prioritize and schedule work.
- Maintain current knowledge of program rules, regulations, requirements and restrictions. Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.

Additional Requirements:

Licensed by the State Bar to practice law in the State of California. A valid California Driver's License.

REPRESENTATIVE DUTIES:

Evaluate cases assigned for prosecution; determine appropriate charges and potential motions; issue subpoenas; determine necessity for appropriate dispositional offer; determine most effective trial prosecution strategy.

Review files for each case; analyze merits of the case and determine appropriate course of action.

Appear in court regarding jury trials, probation hearings, pre-trial conferences, readiness conferences, sentencing and actual jury trials.

Interview witnesses; travel to crime site as necessary; perform preliminary examinations and conduct in-depth interviews of witnesses, victims and others as necessary.

Prepare for court appearances requiring detailed analysis of cases; develop questions and formulate arguments and counter-arguments.

Coordinate witness participation; coordinate with representatives of victim witness to assist victims during criminal proceedings.

Issue complaints for misdemeanor and felony cases; determine proper charges.

Consult with expert witnesses in preparation for trial; interact with outside agencies and representatives regarding courtroom preparation.



COMPENSATION AND BENEFITS

Retirement: An excellent retirement program.

Group Health: Eligibility to participate in a Group Health Plan consisting of two (2) medical options. The employee may select a medical plan for the employee and dependents or purchase additional coverage on a pre-tax basis. Employee premiums start at \$21.87 per pay period.

Dental and Vision: Are Available.

Life Insurance: \$50,000 County Health Benefits Plan. Additional life insurance available at employee cost.

Additional Benefits:

- Hiring Bonus - \$5,000 two (2) year commitment. Additional Bonus - \$5,000 for employees that commit for an additional three (3) years.
- Thirteen (13) Paid Holidays
- Tuition Reimbursement at a maximum rate of \$2,250 (graduate) per year.
- Deferred Compensation Programs.
- Fifteen (15) Vacation Days per year. Twenty (20) Vacation Days after 15 years.
- Administrative Leave 60 hours per fiscal year.
- Twelve (12) Sick Days per year.
- State Bar Dues - Paid by the County.
- Qualified Employer - Public Service Loan Forgiveness Program(PSLF)

Salary: \$5,074 - \$9,148
Plus \$5,000 Bonus



SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the more qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the appointing authority for final selection.

Conditional offers of employment can be expected after a thorough background check, drug screening and medical examination.

APPLICATION PROCESS

Applications are available at: The Imperial County Human Resources Dept., 940 W Main, Ste #101, El Centro, CA 92243 or by visiting our website at www.co.imperial.ca.us.



Completed application must be submitted to:

County of Imperial
Human Resources Department
940 W. Main Street, Suite 101
El Centro, CA 92243

Deadline: Continuous Filing.

“Commitment to Excellence, Fairness, Integrity and Accountability”

An Equal Opportunity Employer