



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

"Your Employer of Choice."

*A great place to live...
A great place to work...*

FINAL FILING DATE: September 23, 2016

*****EXTENDED*****

ORAL INTERVIEW: To Be Announced

*****EXTENDED*****

DEPUTY DISTRICT ATTORNEY-FIXED TERM

Monthly Salary Range: \$7,104 - \$7,637

Bargaining Unit: Deputy District Attorney's Association

THE POSITION

Contra Costa County has an excellent opportunity for interested individuals to gain up to three (3) years of trial experience as a public prosecutor in the District Attorney's Office. Those appointed to the class of Deputy District Attorney- Fixed Term are limited to one (1) appointment of up to 36 consecutive months, which begins at the date of hire. Long-term career opportunities with the District Attorney's Office may be available after the requisite experience as a prosecuting attorney has been attained. The Deputy District Attorney- Fixed Term prepares and prosecutes misdemeanor and less complicated felony cases, and prepares various legal documents in connection with trial and legal proceedings. Incumbents also prosecute contested delinquency hearing in juvenile court and confer with defense staff, probation authorities, and court officials to discuss pleas, modification of charges, and presentation and examination of evidence prior to trial. In addition, the Deputy District Attorney- Fixed Term will perform a wide variety of legal research related to the preparation of cases, opinions, and briefs. In recognition of the possibility of conflict of interest, Deputy District Attorney- Fixed Term employees will be required to refrain from private law practice. Attorneys may furnish personal transportation for which they are reimbursed according to County policy. Promotional Opportunities: Deputy District Attorney- Fixed Term may promote, via competitive examination, to Deputy District Attorney- Basic level (\$9,851 – \$12,003).

The eligible list established from this recruitment will remain in effect for six (6) months.

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California motor vehicle operator's license. Out of state valid motor vehicle operator's license will be accepted during the application process.

A Supplemental Questionnaire is required and must be completed online at the time of application.

PERSONS AWAITING THE RESULTS OF THE JULY 2016 BAR EXAM ARE ENCOURAGED TO APPLY - Applicants are eligible to apply for this position if (1) they are licensed to practice law in this state by the State Bar of California, or (2) they have taken the most recent bar exam administered by the State Bar of California and are currently awaiting the results of that bar exam, or if they have passed the California State Bar exam and are currently awaiting certification from the State Bar of California regarding their eligibility to practice law in this state. You must attach a copy of "The State Bar of California Office of Admissions" Letter if you do not have a CA State Bar Association number. Provide proof of an active membership to the California State Bar Association via email to exam@hrd.cccounty.us by 5:00PM on **November 22, 2016**.

SELECTION PROCESS

- Application Filing:** All applicants, including County employees, must apply on-line at www.cccounty.us/hr, and attach the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. **Paper, faxed, or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
- Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- Examination:** The examination will consist of an evaluation of each candidate's relevant education, training and/or experience as presented on the application and supplemental questionnaire. Candidates must receive a rating of at least 70% from a majority of the Board members to be ranked on the employment list. **(Weighted 100%)**

As part of the application process, an applicant may be required to fill out a Conviction History form. Please note that the Conviction History Form should only be submitted when requested.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: September 12, 2016 – AM/cu

Exam Number: 2KWD-2016A

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.