



## COUNTY OF NYE

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### **CLASS TITLE: CHIEF DEPUTY DISTRICT ATTORNEY - Civil**

#### **BASIC FUNCTION:**

Under the direction of the District Attorney, responsible for administering the conduct of legal research work and litigation in court: work includes discussing, researching and preparing for the prosecution of defendants for Nye County as well as defending and prosecuting civil litigation to which the County is a party. General supervision is exercised over all employees in the office and work is performed with latitude for independent judgment and action and is reviewed by the District Attorney through evaluation of results obtained. Prepares legal opinions for government officials; provides legal assistance and advice to government boards while in attendance.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Discusses, researches and prepares for the legal prosecution of defendants in the courts of the State of Nevada; provides legal guidance, advice and direction to the other Deputy District Attorneys regarding the conduct of the prosecutions; prepares defense of civil cases in which County is a defendant; prepares for the prosecution of civil cases in which the County is the plaintiff.
2. Assists in the coordination of the activities of the Office of the District Attorney with those of Court, Public Defender and the Attorney General; coordinates the office of the District Attorney's activities in the various courts of the State of Nevada.
3. Researches, interprets, and applies laws and court decisions in the preparation of briefs and pleadings in connection with suits, trials, other legal proceedings, and requests for legal opinions from County departments and officials.
4. Assists in the preparation and presentation of cases taken before the Supreme Court; interviews witnesses and other interested persons regarding cases.
5. Instructs investigators as to what information is required on pending cases; evaluates information as to possible use in court cases.
6. Represents the Office in the absence of the District Attorney.
7. Researches request for legal opinions from other County departments and officials and prepares written and oral legal opinions in response.
8. Conducts felony review committee meetings and coordinates functions of the District Attorney's Office with the functions of the police agencies in regard to investigation and prosecution of criminal matters.
9. Provides training and direction to Deputy Attorneys, reviews and critiques written work of Deputies.
10. Maintains caseload of criminal prosecutions and civil litigation.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from accredited school of law, admission to the Nevada State Bar; experience directly related to the duties and responsibilities of the class and eligibility to practice law in the State Courts of Nevada, the U.S. District Court, District of Nevada and the U.S. Court of Appeals for the Ninth Circuit.

**LICENSES:**

Valid Nevada driver's license appropriate for equipment to be operated.  
Admission to the Nevada State Bar.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Deputy District Attorneys, secretarial staff, investigators and Support Enforcement Division.

**CONTACTS:**

Supervisor, co-workers, other County department personnel, public, court staff, witnesses, government officials, and sheriff's representatives.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office and court environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Normal office and court environment.