



COUNTY OF NYE

CLASS TITLE: DEPUTY DISTRICT ATTORNEY

BASIC FUNCTION:

Under general direction, performs responsible and complex professional legal work in the performance of a variety of criminal and civil investigations, trial preparations, prosecutions and defenses.

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

1. Prepares and presents State's evidence in criminal actions to include legal arguments regarding merit.
2. Argues on behalf of the State against writs of habeas corpus, petitions for post-conviction relief and motions to suppress evidence.
3. Appears on behalf of the State at District Court Law and Motion calendars for arraignments, sentencing, change of pleas, probation revocation and sanity hearings.
4. Prepares and supervises the preparation of legal briefs filed on behalf of the State.
5. Performs legal research in connection with legal writing and legal arguments.
6. Communicates with civic and governmental agencies regarding a variety of County matters which includes, but is not limited to, rehabilitation programs.
7. Represents and/or defends County in lawsuits, depositions, writing pleadings and motions, arguing motions, trial and appeals in civil cases.
8. Represents County and parents in the recovery of child support; prepares pleadings and motions, arguing motions and evidentiary hearings and appeals.

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: Possession of a certificate of admission to the Bar of the State of Nevada; eligibility to practice law before the courts in the State of Nevada; some progressively responsible experience in professional legal work.

LICENSES:

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

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Co-workers, clerical staff, criminal victims, police personnel, attorneys, general public.

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 legal 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 legal environment.