

CHIEF ASSISTANT DISTRICT ATTORNEY**DEFINITION**

Under direction of the District Attorney, to plan, organize, manage, and perform a variety of administrative support functions for the District Attorney's Office; to compile and provide day-to-day control of the Department budget; to coordinate and oversee special grants and reporting requirements; to provide supervision and training for assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; assist in coordinating criminal, personnel, and county administrative investigations; prosecute criminal cases; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the specialized, one-position class for the single position which performs a variety of management and administrative service functions in the District Attorney's Office. Responsibilities include overseeing and directing a variety of Department special grant administration and reporting functions. The position serves as an Administrative Services Officer for the Department.

REPORTS TO:

District Attorney.

CLASSIFICATIONS DIRECTLY SUPERVISED

Various office, fiscal, and program support staff in the District Attorney's Office.

EXAMPLES OF DUTIES

Serves as administrative manager and coordinator for the District Attorney's Office; plans, organizes, manages, and performs a variety of specialized administrative service functions; compiles and provides day-to-day oversight for the Department budget; develops, coordinates, and ensures proper reporting for special grants; establishes work schedules and priorities; hires, trains, supervises, and evaluates assigned staff; performs public information and relations assignments, receives office visitors and telephone calls, provides comprehensive information about policies, programs, functions, and procedures; may represent the Department at budget hearings; maintains and tracks a variety of fiscal and budget control journals, documents, and reports; develops, prepares, and submits Department activity reports; confers with the District Attorney in the development and implementation of Department operating policies and procedures; maintains and submits payroll documents and facilitates purchasing procedures for the Department; gathers, organizes, and summarizes a variety of data and information; performs special projects

CHIEF ASSISTANT DISTRICT ATTORNEY - 2

and prepares reports; prepares correspondence, information material, and documents; operates computers, maintains and updates files and databases; generates computer reports; serves as Department representative with other County departments, community organizations, the public, and other government agencies, as delegated; and other responsibilities as assigned by the District Attorney.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and/or courtroom environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules and regulations.
- Operations, rules, policies, and procedures of the District Attorney's Office.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computer and software application related to administrative services work.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Plan, organize, manage, and perform the administrative services functions for the District Attorney's Office.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Assist with the development and implementation of Department operating policies.

- Develop, administer, and ensure proper reporting for a variety of special

CHIEF ASSISTANT DISTRICT ATTORNEY - 3

- Department grants and reimbursable programs.
- Exercise significant responsibility in the development, maintenance, and control of the Department budget.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for administrative services functions.
- Effectively represent the District Attorney's Office in answering questions, responding to inquiries, providing assistance, and dealing with concerns.
- Establish and maintain cooperative working relationships.

Training, Education and Experience

Eight (8) years in the practice of law in the State of California; and three (3) years as a prosecutor in a public agency in the State of California. Must possess and maintain active membership in the State Bar of California and maintain a valid California Driver's License.