



PUBLIC NOTICE

POSITION ANNOUNCEMENT

Eureka County is currently accepting applications for the following position:

“Deputy District Attorney”

This is an exempt, full-time position with benefits offering health insurance, life insurance, vision insurance, dental insurance, annual leave, sick leave, and PERS. This position reports to and works closely with the Eureka County District Attorney to present criminal prosecutions and advise the County in a wide variety of matters. Salary range \$85,000.00-\$95,000.00.

A complete job description is attached. Applications can be obtained from the Human Resources Office, P.O. Box 891, 701 S. Main Street, Eureka, Nevada, 89316 (775) 237-5326, hwhimple@eurekacountynv.gov. or at co.eureka.nv.us.

Qualified attorneys admitted to practice in Nevada are encouraged to apply immediately. A list of eligible candidates will be established, and hiring may occur early in the recruiting process. Recruiting will close out without notice when a sufficient number of applications have been received, or a hiring decision has been made.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer. Eureka County is an Equal Opportunity Employer.



Position Description

Job Title:	Deputy District Attorney	FLSA:	Exempt
Department:	District Attorney	Classification Title:	Salary
Reports To:	District Attorney	Adopted/Revised:	Aug 2010/Dec 2020

Summary of Job Purpose: Under direction, prosecutes criminal cases; provides legal advice to County departments, commissions, boards, and special districts; litigates civil cases; provides legal services; and performs other work as assigned. A Deputy District Attorney is expected to exercise independent judgment in carrying out assignments. Direction is received from the District Attorney who reviews work by means of conferences or written directions, and analysis of objectives and results. The class differs from the Chief Deputy District Attorney only in that the latter is responsible for the office in the absence of the District Attorney.

Essential Functions: *The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skill.*

- Reviews law enforcement reports to determine charges to be filed; prepares complaints, affidavits, warrants, and summons; confers with law enforcement officers and witnesses; negotiates with defense attorneys; prepares motions and other pleadings for court; prepares cases and witnesses for court; appears in court; conducts hearings and trials; advises police and probation officers.
- Attends commission, board, or special district meetings as legal advisor; drafts ordinances, rules, regulations, policies, and by-laws; prepares and negotiates contracts; provides legal advice, opinions, and interpretations to County departments and local government agencies.
- Prepares legal documents; conducts discovery, negotiates, settles, and tries civil litigation cases.
- Provides advice and recommends disposition of civil cases; interviews clients and defendants; negotiates agreements and settlements.
- Interprets and applies laws, court decisions, and other legal authorities for use in preparation of cases, opinions, and briefs. Prepares pleadings and other legal documents in connection with trials, hearings, and other legal proceedings.
- Prepares written legal reports, opinions, briefs, and appeals.
- Advises law enforcement officers and others on criminal proceedings and procedures.
- Evaluates requests for the issuance of a criminal complaint; analyzes evidence presented, and determines whether or not complaints can be justified, or whether additional evidence is needed; authorizes criminal complaints.



Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skills, and/or ability required.*

Education and Experience: Graduation from Law School with a Juris Doctorate in Law and admitted to the State Bar of Nevada.

Required Knowledge and Skills:

- **Knowledge of:** Knowledge of the principles and practices of criminal law, trial procedures, and rules of evidence; legal research methods and judicial procedures; statutory and constitutional laws of the State of Nevada.
- **Skills to:** research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems; prepare and present statements of law, fact, and argument clearly, logically, and persuasively in written and oral form in a variety of legal matters; manage a legal caseload; provide legal advice to a variety of public officials.

Required Certificates, Licenses, and Registrations: *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- *Nevada Driver's License.*
- *Certificate of admission to the State Bar of Nevada and eligibility to practice law before the courts of the state of Nevada.*

Physical Demands & Working Environment: *The physical requirement described herein are repetitive of those that must be met by an employee to successfully perform the essential functions of this position.*

- Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five (25) pounds such as files, stacks of paper, references, and other material. Moving from place to place within the office; some reaching for items above and below desk level.
- Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. Availability and transportation are required to attend meetings outside of normal business hours.

This position description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. 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 applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.