

16th Judicial District Attorney's Office

Job Description

Job Title: Deputy District Attorney
Reports To: Chief Deputy District Attorney
FLSA Status: Exempt
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Summary

This position conducts prosecution in court proceedings on behalf of the county government. It is responsible for prosecuting crimes involving domestic violence and certain sexual crimes. The position requires contact with victims and providing assistance to them as mandated by the Colorado Victims Rights Act. It also involves prosecuting criminal behavior throughout all stages of the criminal justice system. Moreover, it is responsible for reviewing and evaluating juvenile cases to determine eligibility for participation in the District's Juvenile Diversion program. This entails reviewing the allegations in each specific case, evaluating the juvenile's history within the Juvenile Justice system, and developing recommendations for appropriate treatment and participation in the Diversion program.

Essential Duties and Responsibilities

Conducts prosecution in court proceedings on behalf of county government by performing the following duties:

- Gathers and analyzes evidence in case;
- Interviews witnesses to ascertain facts of case;
- Reviews pertinent decisions, policies, regulations, and other legal matters pertaining to case;
- Correlates findings and prepares case;
- Prepares charges and presents evidence against accused filing of criminal complaint or release of accused;
- Examines and accepts or rejects allotted number of prospective jurors;
- Appears against accused in court of law and presents evidence before Judge or other judiciary and jury;
- Examines and cross examines witnesses to ascertain facts of case;
- Summarizes case before jury;
- Other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically.

Organizational Support - Supports organization's goals and values; Benefits organization through outside activities.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Juris Doctorate (JD) or meet the requirements of the Colorado Student Practice Rule.

Certificates, Licenses, Registrations

Juris Doctorate and Colorado License to Practice Law or meet the requirements of the Colorado Student Practice Rule.

Background Check

Must pass a criminal background investigation.

Language Skills

Ability to read, analyze, and interpret common financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management.

Mathematical Skills

Ability to calculate figures and amounts such as interest, proportions, and percentages.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Computer Skills

To perform this job successfully, an individual should have knowledge of spreadsheet software; internet software and word processing software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds.