



July 19, 2024

*Office of the District Attorney
3rd Judicial District
Henry L. Solano*

**Senior Deputy District Attorney II (District Prosecution)
3rd Judicial District – Las Animas and Huerfano Counties**

ANNUAL SALARY:

\$80,000-\$94,000 depending on duties and experience plus benefits, medical and pension contribution

ADDITIONAL INCENTIVES

A moving expense stipend of up to \$5000, a signing bonus of \$15,000 allocated over three years and 6 month rental assistance

OPENING DATE: 07/19/2024

CLOSING DATE: Continuous

DESCRIPTION: Perform professional level legal work which may include responsibility for criminal prosecution of felony offenses in District Court Las Animas and/or Huerfano Counties.

OPEN UNTIL FILLED

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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. Other duties may be assigned. (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

- Render legal advice to law enforcement agencies.
- Attend arraignments, pre-trial conferences and sentencing conferences in assigned areas.
- Prepare and present jury trials and trials to the Court
- Assist other District Court & County Court Deputies in trials, as required.
- Assist citizens on the phone or walk-in clients.

QUALIFICATIONS: MINIMUM REQUIREMENTS:

Education:

Juris Doctorate

Certificates, Licenses, Registrations:

Licensed to practice law in the State of Colorado.

OTHER NECESSARY REQUIREMENTS:

LANGUAGE SKILLS:

Ability to read, analyze, and interpret complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, boards of directors, and the courts.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

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 talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to (manipulate or touch), handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lifting up to 50 lbs.

Deputy District Attorney II Supplemental Questionnaire

* 1. Do you have a license to practice law in the State of Colorado?

Yes No

* 2. Do you have a Juris Doctorate?

Yes No

* 3. How many years of experience do you have practicing law?

Less than a year

1 -2 Years

3 - 4 Years

5+ Years

* 4. Describe criminal law (prosecution and/or defense experience related to felony matters both in terms of years and types of cases.

1 -2 Years

3 - 4 Years

5+ Years

* 5. Do you have prior Public Sector experience?

Yes No

Must submit a cover letter with answers to the supplemental questions AND resume, in order to be considered. Please email those to the Office Administrator Kristin Reynolds and District Attorney Henry Solano at kreynolds@3rdjudicial.org and hsolano@3rdjudicial.org. They may be sent to office of the District Attorney 3rd Judicial District 200 East 1st. St. Suite 102, Trinidad, Colorado 81082.

