

ASSISTANT DISTRICT ATTORNEY

3rd Judicial District – Huerfano County

ANNUAL SALARY:

\$105,000 - \$115,000 depending on duties and experience plus benefits, medical and pension contribution.

A signing bonus of \$10,000 for a three year contract. Relocation bonus up to \$5000.

OPENING DATE:

CLOSING DATE: Continuous

DESCRIPTION: Perform experienced professional level legal work which includes responsibility for criminal prosecution of felony offenses in District Court Huerfano County, with an emphasis on major felony cases. Assist District Attorney with evaluating cases for prosecution and resolution and the professional development of Deputy District Attorneys in the 3rd Judicial District.

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 accommodation 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 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.

Supervise other DDA's in the Office.

Assist other District 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 accommodation 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 I 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

Location:

This position may be based in Walsenburg with the expectation that travel will occasionally occur between the Las Animas and Huerfano County courthouses.

About Walsenburg:

Walsenburg Colorado is home to about 3000 residents. It is known as the “Heart of Spanish Peaks Country” that offers a mix of natural beauty, outdoor adventure, and local culture. Walsenburg is home to Colorado’s first state park, Lathrop State Park, which offers boating, swimming, and windsurfing; fishing, camping, and hiking, right next to the Walsenburg Golf Course. Walsenburg is in a convenient location sitting at a major junction with easy access for exploring the Spanish Peaks, and the Great Sand Dunes National Park. Walsenburg is rich in history with a strong community feel.

About Trinidad:

Trinidad Colorado is home to 8500 residents who share a strong sense of community and the legacy of preserving and protecting our rich heritage. Located in Southern Colorado near the border of New Mexico, Trinidad boasts easy access to outdoor parks, a nearby ski resort, an emerging nationally recognized arts community, Fisher’s Peak State Park, Trinidad Lake State Park, Trinidad Family Aquatic Center, fishing, hunting, hiking and biking trails and many locally owned dining and cultural opportunities. Trinidad also offers several school options from our

local public schools to private schools and is also home to Trinidad State College. Trinidad's strategic location, natural and cultural resources, history of responsible land and planning and slower paced quality of life provide the ideal mix of small-town living and big city amenities.