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**Job Title:** County Court Deputy District Attorney  
**Department:** District Attorney  
**Reports To:** Chief Deputy District Attorney  
**FLSA Status:** Exempt

**Driving Classification:** Marginal  
**Management:** Non-Supervisory Responsibility

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***JOB SUMMARY:***

Participates in the legal process involving criminal and civil law violations. Drafts and responds to legal motions; researches legal issues; analyzes cases; prepares and presents witnesses at preliminary hearings. Researches and prepares appellate briefs for the Colorado Court of Appeals and the Colorado Supreme Court.

***ESSENTIAL JOB FUNCTIONS:***

*(The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Mesa County reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)*

Prosecute and handle a caseload of county court criminal cases. Drafts/responds to legal motions; researches legal issues; analyzes cases; prepares and presents witnesses at motions hearings and trials to the court and jury.

Meets with judges, law enforcement, probation, and the general public to identify and, where possible, resolve judicial system problems.

Receives from law enforcement reports, filings, search warrants, arrest warrants, and affidavits and reviews.

Consults with law enforcement regarding reports and additional follow up.

Prepare for and litigate various motions.

Discuss plea bargains with opposing counsel.

Drafts complaints for filing with the court.

Files complaints with court and approve bond modifications.

Consults with victims regarding case filings and subsequent prosecution. Ensures that victims are properly notified of court hearings, and that their input is solicited on case dispositions pursuant to the Victims Rights Act.

File documents; prepare for trial; prepare witnesses and exhibits; try cases; and attend sentence hearings.

Prepare and try adult criminal and juvenile delinquency cases.  
Serve on related boards and participate in appropriate task forces.

Serves on 24-hour call for questions and advice.

Maintain professional competence and training by attending related ongoing continuing education opportunities.

Oral and written communications must be clear and effective.

Performs other related duties as assigned.

County Court Deputy District Attorney II: The employee has achieved proficiency in the County Court Deputy District Attorney position.

Demonstrate professionalism, composure, and appropriate interpersonal skills during performance of tasks, duties and responsibilities that take place in this adversarial system. This adversarial system includes contentious dealings (in person, by phone, electronically, or by written correspondence) with opposing counsel, upset individuals that may be defendants, victims, witnesses, law enforcement, or other members of the public, often resulting in mental and physical stresses.

Demonstrate professionalism, composure, and appropriate interpersonal skills in reviewing and/or discussing information pertaining to criminal cases. These criminal cases require frequent exposure to assaults and murders, including, but not limited to, physical assaults, verbal abuse, sexual assaults (upon adults and children), and child abuse. The discovery in the cases will also require frequent exposure to gruesome, disturbing, and/or sexually explicit photographs, images and recordings.

***MINIMUM QUALIFICATIONS REQUIRED:***

**Education and Experience:**

Juris Doctorate. Related professional experience desired

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Current Colorado Supreme Court license to practice law.

***PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:***

This position requires standing, stooping, sitting, bending, twisting, and lifting up to 10 pounds.

Work is generally confined to a standard office environment.

The District Attorney's Office allows for an increase in pay based on the following factors:

- A seniority system that rewards employees based on length of employment;
- A merit system that rewards employees for exceptional job performance;
- An incentive system that pays employees based on the quality of their work or the amount of work they perform; or
- Education, training, or experience to the extent that they are reasonably related to the work in question.

Please include a cover letter to address why you are interested in prosecution and any ties you may have to Western Colorado.