

**MESA
COUNTY**
JOB DESCRIPTION

Job Title:	County Court Deputy District Attorney- Student Practice Act (Summer Internship or School year Externship)
Department:	District Attorney
Reports To:	Chief Deputy District Attorney
FLSA Status:	Exempt
Driving Classification:	Marginal
Management:	Non-Supervisory Responsibility

JOB SUMMARY:

This job classification only applies to persons who are completing their second year in law school and are eligible under the Colorado Student Practice Act, or are taking a bar examination and will be awaiting bar results. To determine eligibility, please see

<https://www.coloradosupremecourt.com/Future%20Lawyers/RulesGoverningAdmissions.asp>.

Employment will terminate upon failing the bar exam. If the employee passes the bar exam, the position will convert to the position of County Court Deputy District Attorney. Nothing in this should be construed as creating an employment contract. All Mesa County employment is at-will.

Participates in the legal process involving criminal prosecution- drafts and responds to legal motions; researches legal issues; analyzes cases; develop case summaries, negotiate pleas, prepares and presents witnesses for hearings.

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 and traffic cases. Draft and respond to legal motions; research legal issues; analyze cases; prepare and present witnesses at motions hearings and trials to the court and jury.

Review law enforcement reports, filings, search warrants, arrest warrants, and arrest affidavits.

Consult with law enforcement regarding reports and additional follow up.

Prepare for and litigate various motions.

Discuss plea bargains with opposing counsel and pro se defendants.

Draft charges for filing with the court.

Argue bond hearings.

Consult 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.

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

Oral and written communications must be clear and effective.

Perform other related duties as assigned.

Perform within the authorized practice of the Student Practices Act.

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:

Will have completed second year in accredited law school, or have Juris Doctorate and planning to take a bar examination or awaiting bar results.

Must be eligible for Colorado Student Practice Act:

<https://www.coloradosupremecourt.com/Future%20Lawyers/RulesGoverningAdmissions.asp>.

Licenses and Certifications:

See above.

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.