MEETING DATE: July 17, 2012
Submitting Department(s): District Attorney

Contact: Robert J. Maloney
Phone: 934-6525

AGENDA PLACEMENT
APPOINTMENT – Appearances by: (Specify Name & Title)
Robert J. Maloney, District Attorney

Required 5 - 10 Minutes
☐ Business – No ☐ Consent
☐ Correspondence ☐ Reports & Notices

LEGAL/PERSONNEL/FISCAL
☐ Grant App. ☐ Resolution
☐ Board Report ☐ County Counsel
☐ Letter ☐ Personnel
☐ Minute Order ☐ Finance
☐ Contract ☐ County Administrative Office
☐ Transfer ☐ Other
☐ Grant App. ☐ District appointment

ATTACHMENTS
☐ Resolution
☐ Ordinance
☐ Proclamation
☐ Policy Update
☐ Code Update
☐ Other

RECOMMENDED ACTION/MOTION:
Approve the District Attorney's Office reorganization plan, including revised job descriptions.

Reviewed By (if applicable):

Department Head

Personnel Director

Department of Finance

County Administrative Officer
COUNTY OF GLENN
BOARD REPORT

Submitted by District Attorney (Department)

EXECUTIVE SUMMARY

The District Attorney's Office requests approval of the proposed office reorganization, which includes:

1. Creation of Chief Assistant District Attorney; Deputy District Attorney I, II, and III; District Attorney - Executive Assistant; and District Attorney - Legal Assistant job descriptions within the department to more accurately reflect the duties and responsibilities being performed and the skills and experience required.

2. Reclassify the incumbent Assistant District Attorney to Chief Assistant District Attorney; restate and reclassify the Senior Deputy District Attorney position to Deputy District Attorney I/II/III; reclassify the incumbent Administrative Assistant to the District Attorney - Executive Assistant; reclassify two (2) incumbent Office Technician II positions to District Attorney - Legal Assistant; and reclassify one (1) vacant Legal Secretary to a District Attorney – Legal Assistant.

3. Abolish the classifications of Assistant District Attorney, Senior Deputy District Attorney, Principal Legal Secretary, Senior Legal Secretary and Legal Secretary.

4. Amend the Position Allocation List.

RECOMMENDATION(S):

Approve the resolution to reorganize the District Attorney's Office.

HISTORY AND BACKGROUND:

The job descriptions for the current Assistant District Attorney, the Senior Deputy District Attorney, Administrative Assistant and Office Technician II positions in the District Attorney’s Office have not been reviewed, evaluated, and adjusted (since 2000 to 2008) to meet the duties, responsibilities, and skills required to be actually performed by staff. In budget year 2011/12 funding for the Senior Deputy District Attorney was moved from Salaries and Benefits to Professional Services. This request includes reinstating that funding and reclassifying the associated position.

FISCAL/PERSOENNEL IMPACT(S):

There is limited fiscal impact on the budget (merit increases).

ANALYSIS/DISCUSSION

None
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<th>Hrly/Bi-Wkly</th>
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BOARD OF SUPERVISORS
GLEN COUNTY, CALIFORNIA

RESOLUTION NO 2012 - _______

***

RESOLUTION REORGANIZING THE DISTRICT ATTORNEY’S OFFICE BY ADDING
THE NEW CLASSIFICATIONS OF CHIEF ASSISTANT DISTRICT ATTORNEY,
DEPUTY DISTRICT ATTORNEY I/II/III, DISTRICT ATTORNEY-EXECUTIVE
ASSISTANT, AND DISTRICT ATTORNEY-LEGAL ASSISTANT TO THE BOOK OF
CLASSIFICATIONS AND LIST OF CLASSES AND SALARY RANGES AND
AMENDING THE POSITION ALLOCATION LIST

***

WHEREAS, the District Attorney has determined that a reorganization of his office is
necessary to more accurately reflect the duties and responsibilities being performed by
his staff; and

WHEREAS, the District Attorney recommends that by adding the new classifications of
Chief Assistant District Attorney, Deputy District Attorney I/II/III, District Attorney-
Executive Assistant, and District Attorney-Legal Assistant; and abolishing the
classifications of the Assistant District Attorney, Senior Deputy District Attorney,
Principal Legal Secretary, Senior Legal Secretary and Legal Secretary from the Book of
Classifications and List of Classifications and Salary Ranges; and

WHEREAS, the reclassification of the incumbent Assistant District Attorney to Chief
Assistant District Attorney, the reclassification of the incumbent Administrative Assistant
to the District Attorney-Executive Assistant, and the reclassification of two (2)
incumbent Office Technician II’s to the District Attorney-Legal Assistant classification
will accomplish this; and

WHEREAS, the District Attorney states that there is minimal fiscal impact to the general
fund this fiscal year; and

WHEREAS, the Interim Personnel Director has reviewed these changes.

NOW, THEREFORE, pursuant to the requirements of Sections 03.004.020,
03.004.040, 03.004.050, and 03.004.060 of the Glenn County Code, the BOARD OF
SUPERVISORS of the COUNTY OF GLENN does hereby resolve and order effective
July 22, 2012, the following:
RESOLUTION REORGANIZING THE DISTRICT ATTORNEY'S OFFICE BY ADDING THE NEW CLASSIFICATIONS OF CHIEF ASSISTANT DISTRICT ATTORNEY, DEPUTY DISTRICT ATTORNEY III/III, DISTRICT ATTORNEY-EXECUTIVE ASSISTANT, AND DISTRICT ATTORNEY-LEGAL ASSISTANT TO THE BOOK OF CLASSIFICATIONS AND LIST OF CLASSES AND SALARY RANGES AND AMENDING THE POSITION ALLOCATION LIST

Page 2 of 3

1. The classification specification of Chief Assistant District Attorney is approved as shown in Exhibit A; and

2. The classification of Deputy District Attorney I/II/III is approved as shown in Exhibit B; and

3. The classification specification of District Attorney-Executive Assistant is approved as shown in Exhibit C; and

4. The classification specification of District Attorney-Legal Assistant is approved as shown in Exhibit D; and

5. That the List of Personnel Classes and Salary Ranges be amended to include:
   
   a. Chief Assistant District Attorney, Code 08, FLSA Code N, Range 478
   b. Deputy District Attorney I/II/III, Code 08, FLSA Code N, Ranges 448, 458 and 468
   c. District Attorney-Executive Assistant, Code 12, FLSA Code Y, Range 363
   d. Legal Assistant, Code 40, FLSA Code Y, Range 316; and

6. The incumbent Assistant District Attorney is reclassified to Chief Assistant District Attorney position at Range 478, Step B; and

7. The incumbent Administrative Assistant is reclassified to District Attorney-Executive Assistant position at Range 363, Step B; and

8. Both incumbent Office Technician II's are reclassified to District Attorney-Legal Assistant at Range 316, Step A; and

9. The classification specifications of Assistant District Attorney, Senior Deputy District Attorney, Principal Legal Secretary, Senior Legal Secretary and Legal Secretary are deleted from the Book of Personnel Classifications and from the List of Personnel Classifications and Salary Ranges; and

10. That the Position Allocation List for the District Attorney's Office be modified as shown in Exhibit E.

This resolution was passed by the Board of Supervisors of the County of Glenn at a regular meeting thereof on ______________ by the following vote:
RESOLUTION REORGANIZING THE DISTRICT ATTORNEY'S OFFICE BY ADDING THE NEW CLASSIFICATIONS OF CHIEF ASSISTANT DISTRICT ATTORNEY, DEPUTY DISTRICT ATTORNEY III/III, DISTRICT ATTORNEY-EXECUTIVE ASSISTANT, AND DISTRICT ATTORNEY-LEGAL ASSISTANT TO THE BOOK OF CLASSIFICATIONS AND LIST OF CLASSES AND SALARY RANGES AND AMENDING THE POSITION ALLOCATION LIST

AYES:

NOES:

ABSENT OR ABSTAIN:

STEVE SOETH, Chairman
Board of Supervisors

ATTEST:

SHERYL THUR, County Clerk-Recorder
And ex officio Clerk, Board of Supervisors

APPROVED AS TO FORM:

HUSTON T. CARLYLE, JR.
County Counsel
EXHIBIT A

GLEN COUNTY

CHIEF ASSISTANT DISTRICT ATTORNEY

DEFINITION

Provides day-to-day work oversight and professional support for the administration of the District Attorney’s office; performs legal work of significant complexity in representing the County in prosecuting criminal offenders; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is an at-will position. This class acts as second in command in the office and overviews day-to-day activities of District Attorney staff, although the primary area of responsibility is the supervision and coordination of the activities of the criminal division. While the majority of the activities are in this specialty area, the incumbent should be somewhat familiar with the many areas of the department to provide professional guidance and back-up to staff. This class is distinguished from the District Attorney in that the latter has overall management responsibility for all criminal and civil prosecutions.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Assists in planning, organizing, reviewing and evaluating the work of all support staff and employees.

Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the department.

Represents the department on calendared cases, accepts guilty pleas and set cases for further hearings.

Represents the department in Superior Court law and motion matters, arraignments, hearings, sentencing, trial readiness conferences, and settlement negotiations, including Juvenile matters.

Reviews and evaluates law enforcement reports, associated information and recommendations from allied agencies and staff, and makes decisions whether to prosecute, negotiate or dismiss.

Provides advice to other County departments and law enforcement agencies and individuals, as needed, regarding statute interpretation, search and seizure activities, and on-going investigations.

Coordinates activities of the District Attorney’s Office with those of the Probation department, the Victim/Witness program and the Office of the County Counsel.

Personally assigns prosecution cases, after consultation and approval of the District Attorney, to assisting attorneys.

May handle the most complex or sensitive felony cases personally, and other cases as needed.

Chief Assistant District Attorney
New 07/22/12
Implements grant-funded programs; reviews and prepares applications for funding, including program budgets; prepares budget modifications and progress reports; ensures compliance with grant program objectives and requirements.

Maintains accurate records and files and compiles reports related to the work of the department.

Monitors legal developments, including proposed legislation and court decisions, evaluates their impact upon District Attorney operations and recommends appropriate action or policy and procedure modification.

Provides information to the print or electronic media concerning individual cases or County policies and procedures.

Uses standard office equipment, including a computer, in the course of the work; may drive a County or personal motor vehicle to attend court sessions and meetings, interview individuals and visit case sites.

Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation and evaluation and the supervision of employees.

Principles and practices of grant program application and administration.

Civil, criminal, domestic, juvenile and family support law.

Techniques for effective negotiation.

Courtroom procedures and protocol and rules of evidence.

Principles and practices of legal research and investigation.

Case management and analytical techniques.

Computer applications related to the work.

Record keeping principles and practices.

Techniques for effectively communicating with a variety of individuals of various ethnic and socio-economic groups, in person and over the telephone.

**Ability to:**

Plan, organize, supervise and review the work of legal and legal support staff.
Assist in developing and implementing goals, objectives, policies, procedures and work standards.

Define issues, perform legal research, analyze problems, evaluate alternatives and make appropriate recommendations.

Present statements of fact, law and argument clearly and logically.

Interpret local, state and federal laws and regulations and apply them to County operations.

Represent the County effectively in hearings, courts of law and meetings with law enforcement and social service and other agencies.

Prepare clear, concise and legally sufficient motions, sentencing statements, jury instructions and other documents.

Use initiative and independent judgment within general policy guidelines.

Plan, direct and review the work of others on a project or day-to-day basis.

Organize own work, manage multiple projects and meet critical deadlines.

Maintain accurate records and files.

Effectively communicate with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Attend meetings outside of normal working hours.

**EXPERIENCE AND TRAINING GUIDELINES:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

5 years of professional experience as an attorney in the practice of criminal or civil law in the State of California, plus specific experience noted elsewhere herein including 3 years of direct responsibility and supervision of a government criminal law office or division consisting of a minimum of two other attorneys plus additional support staff.

Prosecution or defense of serious felony crimes with life top penalties through jury verdicts including at least 5 murder trials.
Training:
Equivalent to possession of an advanced law degree from a college or university and successful completion of the State Bar examination.

Preferred:
In addition to the above minimum, experience working in a prosecution capacity in a public agency setting.

LICENSE OR CERTIFICATE
Current membership in the California State Bar Association.

Possess a valid California Class C driver's license.

Prosecution or defense of serious felony crimes with life top penalties through jury verdicts including at least 5 murder trials.

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THIS IS AN "AT WILL" POSITION

PHYSICAL DEMANDS
Mobility to work in a typical office setting, use standard office equipment, and operate a motor vehicle to attend meetings and visit various sites.

Vision to read printed materials and a computer screen for prolonged periods of time.

Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.
EXHIBIT B

DEPUTY DISTRICT ATTORNEY I/II/III

DEFINITION

Under general direction, performs legal work in the enforcement of laws; prosecutes criminal cases as assigned by the District Attorney or Assistant District Attorney; advises the general public and law enforcement officers on criminal matters; and does related work as required.

DISTINGUISHING CHARACTERISTICS

DEPUTY DISTRICT ATTORNEY I: Incumbents in this class are characteristically assigned responsibility for routine misdemeanor cases, for assisting in the preparation or trial of felony cases. Incumbents may normally expect to qualify for the next higher class of Deputy District Attorney II when they are able to perform, as a regular assignment, the more difficult and responsible legal work.

DEPUTY DISTRICT ATTORNEY II: This is the journey-level position in the occupational series. Incumbents at this level are assigned criminal or family support cases of a more difficult or responsible nature than those assigned to the entry level Deputy District Attorney I class. Incumbents, when assigned to a case or problem of law, are expected to complete regular assignments with limited direction or assistance.

DEPUTY DISTRICT ATTORNEY III: This class is characterized as the fully qualified level in the occupational series. Incumbents are assigned to the full range of legal activities involving the investigations, prosecution or defense of complex criminal cases and the preparation of legal opinions on problems which are complex and have far-reaching implications. Supervision is usually received only on the more difficult matters or at the request of the employee.

EXAMPLES OF DUTIES – Duties may include, but are not limited to the following:

- Receives complaints filed by arresting officers or complainants, reviews and examines the evidence; interrogates witnesses, conducts an investigation at the scene of the crime and determines the nature of the crime and whether or not the evidence justifies prosecution; obtains required evidence and prepares cases for court;
- Conducts legal research; issues subpoenas; attends court pretrial conferences outside of court; represents the County in criminal calendar proceedings, including the scheduling of cases, pleas, negotiations, probation revocation hearings, motions, and sentencings; prepares legal briefs for motions and appeals; prepares affidavits for search and arrest warrants; prepares trial briefs, checks questions of law, anticipates legal reasoning of defense attorneys and drafts jury instructions; presents opening statements, interrogates and cross examines witnesses, argues points of law and makes final arguments or summations; provides legal and investigative analysis to police agencies; prepares briefs or opinions concerning law as applied to the jurisdiction of the
District Attorney; prepares correspondence and reports; responds to citizen complaints and requests for information.

SPECIAL REQUIREMENTS

Active membership in the California State Bar.
Possession of an appropriate California operator’s license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:
Legal principles and practices including civil, criminal, constitutional and administrative laws and procedures;
Trial procedures; Legal research methods; Rules of evidence. and

Ability to:
Analyze and apply legal principles, facts, evidence and precedents to legal problems. Perform legal research. Prepare legal instruments. Interpret and make decisions in accordance with laws, regulations and policies. Present laws, facts, and arguments clearly and logically in written and oral form. Deal effectively and tactfully with those contacted in the course of work.

Experience and Training Guidelines

Any combination of training or experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Deputy District Attorney I: Graduation from an accredited law school.

Deputy District Attorney II: Graduation from an accredited law school and one year of responsible civil and/or criminal litigation experience in a public agency or two years of outside experience, or an equivalent combination of education and experience.

Deputy District Attorney III: Graduation from an accredited law school and two years responsible criminal litigation experience in a public agency or three years of outside experience, or an equivalent combination of education and experience.
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<td>468</td>
</tr>
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**EACH OF THESE IS AN "AT WILL" POSITION**

**PHYSICAL DEMANDS**

Mobility to work in a typical office setting, use standard office equipment, and operate a motor vehicle to attend meetings and visit various sites.

Vision to read printed materials and a computer screen for prolonged periods of time.

Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodations.
EXHIBIT C

DISTRICT ATTORNEY-EXECUTIVE ASSISTANT

DEFINITION

To perform a variety of specialized administrative and technical duties using independent decision making and good legal and technical judgment in supervising the day-to-day operations of the Office of the District Attorney. Supervises the work flow of clerical tasks in the department.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Administrative Assistant by its supervisory duties and a broader scope of responsibilities related to day-to-day operations in a criminal law office. This class performs specialized duties in a highly independent manner involving the more complex administrative tasks that impact department-wide budgets, personnel, systems, facilities, and office management.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the District Attorney, and directly supervises assigned clerical support staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plans, prioritizes, assigns, supervises and reviews the work of staff. Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies;

Participates in the preparation and administration of grant programs and ensures compliance with grant requirements.

Reviews, researches and summarizes a variety of fiscal, statistical and/or administrative information; prepares related reports and correspondence.

Participates in budget preparation and administration; submits justifications for supplies and equipment; monitors and approves expenditures; prepares fiscal reports and updates.

Coordinates activities with and provides information to outside agencies, contractors, service providers, etc.; prepares any required contracts with service providers.

May serve as staff liaison to the Board of Supervisors, advisory boards, outside agencies, committees, commissions, etc.; prepares agenda items for the Board related to assigned department.

 Understands and complies with all local, state, and federal court Rules and policies, which governs all paperwork filed with the Courts.

Composes, prepares, maintains and/or processes a variety of records, reports, plans, correspondence, agreements, contracts, etc., as required.

District Attorney-Executive Assistant
New 07/22/12

Res. 2012-
Attends a variety of meetings with staff, other departments and/or outside agencies as appropriate; prepares presentation materials; disseminates meeting information to departmental staff.

Recommends and assists in the implementation of goals and objectives; implements policies and procedures of the District Attorney's Office.

Performs general legal secretarial and administrative duties as needed.

Receives and responds to inquiries, correspondence and requests for assistance from citizens, department heads, and various agencies.

Performs related duties as assigned.

**Qualifications:**

- **Knowledge of:**
  - Pertinent federal, state and county laws and regulations.
  - Judicial Council form preparation, etc.
  - Modern office practices and technology, including the use of computers for data and word processing.
  - Methods of filing and indexing documents; principles and procedures of record keeping.
  - Understand and apply organization, fiscal and personnel management principles.
  - Principles of supervision, training and performance evaluation.
  - Basic budgeting procedures and techniques and implementation.
  - Legal terminology, forms and procedures.
  - English usage, spelling, grammar and punctuation.
  - Basic mathematical principles.

- **Ability to:**
  - Interpret and apply pertinent federal, state and local laws, rules and regulations.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  - Plan, organize and schedule office work flow.
Communicate clearly and concisely, both orally and in writing.

Type at speeds necessary for successful job performance and be able to efficiently operate standard office equipment such as computers, copy machines, etc.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Maintain confidentiality.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible legal clerical and/or secretarial experience including one year of administrative and supervisory experience.

Training:

High school diploma or GED equivalent supplemented by specialized business or legal training.

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EXHIBIT D

DISTRICT ATTORNEY-LEGAL ASSISTANT

DEFINITION

Performs a wide variety of specialized, prosecution oriented legal clerical and general clerical work which includes composing and typing legal documents and correspondence, processing of legal documents, and maintenance of legal case records.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other clerical support positions by its responsibility to perform a wide variety of complex legal clerical work requiring independent judgment and discretion, and is subject to minimal work direction and instruction once office procedures are learned.

EXAMPLES OF DUTIES—Duties may include, but are not limited to, the following:

Prepares and processes a variety of legal paperwork including court pleadings and correspondence, such as opinions, proceedings, ordinances, contracts, orders, motions, information, complaints, warrants, subpoenas, commitments, indictments, decisions, requests for investigation, extraditions, affidavits, briefs, jury instructions, dismissal sheets, and other documents.

Compiles and organizes materials and information for attorneys' use for providing legal assistance, and for preparation of court appearances and maintain calendars.

Prepares expense reports, invoices, petty cash records, and department payroll sheets and time cards; order and maintain inventory of office supplies; perform routine bookkeeping and/or accounting functions.

Screens a variety of visitors and telephone calls, refers to other staff or personally provides information on established departmental programs and policies.

Efficiently uses various word-processing, accounting, case management, and document management software and other office equipment.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Legal terminology, spelling and usage;
Pertinent federal, state and county laws and regulations;

English grammar, punctuation, spelling and usage;

Legal and general office clerical practices and procedures.

**Ability to:**

Ability to interpret, apply, and explain administrative and department policies, regulations, and procedures;

Establish and maintain effective and courteous working relationships with co-workers, and other agency personnel and the public;

Type accurately at a speed necessary for successful job performance.

Maintain a high degree of confidentiality.

**EXPERIENCE AND TRAINING GUIDELINES:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**EXPERIENCE:**

Two years of responsible legal secretarial experience

**TRAINING:**

High school diploma or GED equivalent, supplemented by specialized clerical, secretarial or legal training.

**LICENSE OR CERTIFICATE:**

Possession of a valid California Driver License. Eligibility for employment of those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.
## EXHIBIT E

### POSITION ALLOCATION LIST

**District Attorney**

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**DEPARTMENT TOTAL**

|                       | 7.00        | 1.00                | 8.00                          |