

County of Santa Cruz

INVITES YOU TO APPLY FOR:

ATTORNEY III DISTRICT ATTORNEY

Supplemental Questionnaire Required

Open and Promotional
Job # 24-JD6-01

Salary: \$13,411 – 16,295 / Month

Closing Date: Friday, December 27, 2024



County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under direction, perform professional legal work for the County of Santa Cruz through the District Attorney's Office; prepare and prosecute criminal cases in the courts; perform special or supervisory assignments on a rotational basis; and do other work as required. Incumbents will generally be expected to handle a misdemeanor, juvenile, or appellate caseload and a complex felony caseload with only occasional guidance. Incumbents may be assigned ongoing administrative responsibility for a functional area. Extensive jury trial experience and expertise is highly desirable. The ideal candidate will possess expertise and familiarity with legal research and writing, including researching or developing new areas of law, and drafting arguments to be presented in writs, appeals, motions, and briefs before the trial and appellate courts. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

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

Two years of experience as an attorney practicing criminal law. Applicable experience must have been gained after admission to a State Bar. Experience in the practice of civil law may be substituted for criminal law for positions assigned to Consumer Affairs.

Special Requirements: Membership in the California State Bar.



Knowledge: Thorough knowledge of legal principles and their application; legal research methods; principles and practices of criminal law; principles and practices of civil law required for positions assigned to Consumer Affairs; California Criminal Law; rules of the courts, procedures and policies of the District Attorney's Office; and principles of supervision and administrative practices may be required for some positions.

Ability to: Analyze and apply legal principles and precedents to legal problems; present statements of fact, law and argument clearly and logically in written and oral form; act as an effective trial advocate; establish and maintain effective working relationships with those contacted during the course of work; adhere to ethical standards; analyze and appraise a variety of legal documents and instruments; and administer a functional program area of the District Attorney's Office may be required for some positions.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

ATTORNEY III-DISTRICT ATTORNEY - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Indicate your California State Bar membership number and the date you were admitted to the Bar.

Bar #: _____ Date Admitted: _____

2. Summarize your legal experience in both the public and private sector, as well as your experience in criminal and civil cases.

3. Describe your actual trial or other litigation experience. Include the number of jury trials you have tried to verdict, the number of misdemeanor and felony cases tried, the trial outcomes, and any other information you believe the reviewing committee should know.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com