

## California District Attorneys Association

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**Job Title:** **CIRCUIT PROSECUTOR I**  
**Department:** Circuit Prosecutor Project  
**Reports To:** Supervising Circuit Prosecutor  
**FLSA Status:** Full-time, Exempt  
**Salary:** **\$45,000 - \$65,000**  
**Deadline:** **July 2, 2009, 5:00pm**

### **SUMMARY:**

A Circuit Prosecutor is required to carry-out legal research, draft basic motions and legal pleadings, handle civil and criminal matters, travel to make court appearances including bench and jury trials.

### **MINIMUM QUALIFICATIONS**

Juris Doctor Degree and active membership in the California State Bar. Possess a basic knowledge-base in the specialty field to which the circuit prosecutor is assigned. Ability to travel. Knowledge of current office practices and procedures including current computer software, as well as other common office equipment. Possess excellent written and verbal skills. Able to understand and carry out oral and written instructions. Ability to travel. Possess a valid California Driver's License.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Analyze, prepare and/or litigate project-based cases presented by state and county agencies and prosecute violators under the supervision of CDAA and California's District Attorneys.
- Maintain a current awareness and knowledge of the state of the law and technology regarding project based topics.
- Provide education and training to regulators, law enforcement officers and prosecutors throughout the state.
- Travel within the geographic area assigned as needed in support of the Project.
- Organize and participate in task forces.
- Provide advice, direction and motivation to regulators and enforcement personnel to properly prepare and refer cases to District Attorney Offices.
- Provide research assistance and support for District Attorneys.
- Examine and evaluate evidence, and investigative reports.
- With supervision, determine case disposition and negotiate settlements.
- Prepare pleadings, briefs, and points and authorities.
- Prosecute cases in trial courts.
- Other duties as assigned.

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- Assists the Chief Executive Officer and Assistant Chief Executive Officer in implementing the policies and directives of the CDAA Board of Directors.
- Embraces CDAA's mission and Statement of Values and Code of Ethics.
- Follows CDAA's policies and procedures.
- Adheres to CDAA's personal appearance policy.

### **SUPERVISORY RESPONSIBILITIES:**

- NONE

**Submit Resume and Cover Letter to:  
California District Attorneys Association  
Attn: Marty Vranicar, Assistant CEO  
921 11<sup>th</sup> Street, Ste. 300  
Sacramento, CA 95814  
Email: [mvrnicar@cdaa.org](mailto:mvrnicar@cdaa.org)  
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