



July 30, 2018

*Office of the District Attorney
3rd Judicial District
Henry L. Solano*

**Deputy District Attorney I (County Court Prosecution)
3rd Judicial District – Las Animas and Huerfano Counties**

ANNUAL SALARY:

\$55,000-\$61,000 depending on experience plus benefits, medical and pension contribution

OPENING DATE: 08/17/18

CLOSING DATE: Continuous

DESCRIPTION: Perform professional entry level legal work which may include responsibility for criminal prosecution of misdemeanors and traffic offenses in County Court in Las Animas and/or Huerfano Counties.

OPEN UNTIL FILLED ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned. (any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

- Render legal advice to law enforcement agencies.
- Attend arraignments, pre-trial conferences and sentencing conferences in assigned areas.
- Prepare and present jury trials and trials to the Court
- Assist District Court Deputy in trials, as required.
- Assist citizens on the phone or walk-in clients.

QUALIFICATIONS: MINIMUM REQUIREMENTS:

Education:

Juris Doctorate

Certificates, Licenses, Registrations:

Licensed to practice law in the State of Colorado.

OTHER NECESSARY REQUIREMENTS:

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective

and persuasive speeches and presentations on controversial or complex topics to top management, public groups, boards of directors, and the courts.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Deputy District Attorney I Supplemental Questionnaire

- * 1. Do you have a license to practice law in the State of Colorado?
Yes No
- * 2. Do you have a Juris Doctorate?
Yes No
- * 3. How many years of experience do you have practicing law?
Less than a year
1 -2 Years
3 - 4 Years
5+ Years
- * 4. Do you have prior Public Sector experience?
Yes No

Must submit a cover letter with answer to the supplemental questions AND resume in order to be considered. Please email those to rapodaca@3rdjudicial.org with a copy to hsolano@3rdjudicial.org. The may be sent to Office of the District Attorney 3rd Judicial District 200 East 1st. St. Suite 302, Trinidad, Colorado 81082.