



**COUNTY OF SANTA CLARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Attorney I/II/III/IV - District Attorney

An Equal Opportunity Employer

SALARY

Salary: Depends on Qualifications

ISSUE DATE: 08/10/21

FINAL FILING DATE: 09/03/21. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Therefore, it is important to submit your application as soon as possible.

THE POSITION

Under direction, to perform professional legal work in the Office of the District Attorney.

There are four levels of Attorney in the District Attorney's Office. Candidates who are referred for an interview will be assessed as to the appropriate level, if a job offer is made.

Attorney I requires active membership in the California State Bar upon appointment.

The salary for Attorney I is \$58.38 - \$61.31 hourly, \$4,670.40 - \$4,904.56 biweekly, \$10,119.20 - 10,626.55 monthly, and \$121,430.40 - \$127,518.56 annually.

Attorney II requires active membership in the California State Bar upon appointment, and one year of experience as an Attorney I with Santa Clara County, or two years of experience in the full time practice of law in a government agency or in private practice.

The salary for Attorney II is \$68.46 - \$74.36 hourly, \$5,476.56 - \$5,948.72 biweekly, \$11,865.88 - \$12,888.89 monthly, and \$142,390.56 - \$154,666.72 annually.

Attorney III requires active membership in the California State Bar upon appointment, and two years of experience as an Attorney II with Santa Clara County, or four years of experience in the full time practice of law in a government agency or in private practice.

The salary for Attorney III is \$81.80 - \$90.18 hourly, \$6,544.00 - \$7,214.56 biweekly, \$14,178.67 - \$15,631.55, and \$170,144.00 - \$187,578.56 annually.

Attorney IV requires active membership in the California State Bar upon appointment, and two years of experience as an Attorney III with Santa Clara County, or six years of experience in the full time practice of law in a government agency or in private practice.

The salary for Attorney IV is \$99.45 - \$123.78 hourly, \$7,955.68 - \$9,902.24 biweekly, \$17,237.31 - \$21,454.85 monthly, and \$206,847.68 - \$257,458.24 annually.

Eligible candidates must pass a background investigation to qualify for employment.

Applications cannot be submitted without a cover letter, resume, writing sample, and completed supplemental questionnaire, and will be rejected if incomplete. The writing excerpt must be NO LONGER THAN 10 PAGES and include your name as being the author.

Applicants are strongly encouraged to file their application before the last day in order to avoid technical mishaps, such as internet connection issues. The County of Santa Clara is

not likely to accept responsibility for any late filings. It is the applicant's responsibility to ensure official receipt.

TYPICAL TASKS

EMPLOYMENT STANDARDS

Active membership in the California State Bar is required upon appointment.

* Experience as an attorney in a District Attorney's Office in another public agency may be considered equivalent for appointment or promotion in the corresponding District Attorney's Office in the County of Santa Clara.

Knowledge and abilities consistent with the highest standard of the legal profession and with the level of difficulty and expertise required for the intended appointment.

PHYSICAL REQUIREMENTS

VETERANS PREFERENCE INFORMATION: Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

THE EXAMINATION PROCESS: The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

*New Hires shall be subject to a pre-employment criminal background check.

DISASTER SERVICE WORKERS: Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

INFORMATION ON PERS CONTRIBUTION: For new PERS members, salaries above a limitation imposed by federal law (current limit per IRS is \$128,059), neither the County nor the employee will make contributions to PERS on the portion of salary that exceeds the limit. If you were a member prior to January 1, 2013, the limit is \$290,000 for 2021. These limits are subject to change.

Attorney I/II/III/IV - District Attorney Supplemental Questionnaire

- * 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "**see resume**" or "**see application**" will deem your application incomplete. **Please include the name of employers, job titles, dates of employment, and hours worked per week for questions asking about work experience.** **Do you understand the requirement to provide complete answers in order to determine relevant experience for each area in question?**
- ☐ Yes ☐ No
- * 2. Indicate your status pertaining to the California State Bar.
- ☐ I am a member of the CA State Bar.
- ☐ I have taken the July 2021 CA State Bar Exam, and will provide my results when received.
- ☐ I have not taken the July 2021 CA State Bar Exam, nor am I a member of the CA State Bar.
- * 3. If you are a member of the CA State Bar, list your CA State Bar license number and expiration date. If you do not have a CA State Bar license, type "N/A."
- * 4. ANSWERS TO QUESTIONS 4 THROUGH 9 MUST NOT EXCEED 200 WORDS.
- Have you ever been the subject of any disciplinary action regarding your ability to practice law, including but not limited to any State or Federal Bar Discipline? If so, please explain; if not, type "N/A."
- * 5. Describe any experience or activities you have participated in which you believe will contribute to your success as a trial lawyer.
- * 6. Describe the source for your commitment to serving the People of Santa Clara County as a prosecutor and why you are particularly well-suited to serving this diverse community.
- * 7. Please provide an example where you demonstrated sound judgment on a matter, and explain your thought process.
- * 8. Please note any aspect of your background or experience that will make you a successful prosecutor that may not be adequately described in other parts of this application.

* 9. What is the primary challenge facing prosecutors today in achieving justice?

* Required Question