

Elko County Human Services Employment Opportunity Announcement

POSITION: Deputy District Attorney
Elko County District Attorney's Office

SALARY: \$71,644 to \$83,822 annual

APPLICATION DEADLINE: Position open until filled
Position 19301/Grade 700

The Elko County District Attorney's Office has an opening for a Deputy District Attorney effective July 5, 2017. This position is in charge of prosecuting adult criminal cases from the beginning of a case all the way through the appellate process, if necessary. The Deputy may be expected to handle criminal prosecutions ranging from traffic citations to some of the most serious felony cases at the discretion of the Chief Deputy District Attorney and/or the District Attorney. This position will receive extensive courtroom experience. The Deputy is expected to research and draft pleadings for his or her own cases in our case management computer system. The Deputy receives supervision from the District Attorney and/or Chief Deputy District Attorney.

Periodic travel to our outlying Justice Courts, of which there are three (West Wendover 107 miles; Wells 68 miles; and Carlin 20 miles) will be required. The Deputy may be asked to cover cases in all of the Courts in Elko County, including, but not limited to specialty courts such as Drug Court. The Deputy needs strong verbal and written communication skills. This office has a fast paced environment.

Nevada Bar Membership is required or eligibility to practice under the Rural Practice provision of the Nevada Supreme Court Rules; however, current Nevada Bar Membership is preferred. A valid Nevada driver's license is required.

Elko County is a rural county with great opportunities for outdoor activities such as hunting, fishing, hiking, birdwatching, snowmobiling, boating, riding, and photography. Elko County has limited big city amenities.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and a full job description on line: [click here](#)

Elko County tentatively approved the funding for this position; however, filling this position is subject to approval of the final budget. An offer of employment will not be made until the final budget is approved. The final budget approval is currently scheduled for May 17, 2017. Finally, although there is a salary range for this position, the District Attorney expects to fill this position at the starting salary of \$71,644.

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738.4375 phone
(775) 738.5984 fax

Elko County is an Equal Opportunity Provider and Employer

In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



**ELKO COUNTY
HUMAN SERVICES**
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

**Job Code: 19301
Date Est.:
Last Rev.: 7/2016
FLSA: Exempt
Probation: 4 Months**

DEPUTY DISTRICT ATTORNEY

DEFINITION

Unclassified / Salaried position

Normal business hours Monday – Friday 8:00 a.m. – 5:00 p.m.

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities.

EXAMPLES OF DUTIES

Review law enforcement reports, draft charging and related documents and prepare cases for court hearings, including juvenile prosecutions, in our case management computer system.

Prosecute cases before family court, justice and district courts and the local Juvenile Court; and drafting appellate pleading and present appellate arguments before the Nevada Supreme Court when necessary.

Analyze cases and applicable laws, codes and regulations to formulate negotiated offers and sentencing recommendations.

Principles, methods, materials and practices of legal research.

All other duties as assigned.

LICENSES OR CERTIFICATES

Certification of admission to the Bar of the State of Nevada or eligible to practice law under the Rural Practice provision of the Nevada Supreme Court Rules.

Valid Nevada driver's license required.

OTHER REQUIREMENTS

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.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and - various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and / or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.