



County of Lake Career Opportunity

Recruitment Number: 10-006

DEPUTY DISTRICT ATTORNEY I/II/III/SENIOR

This recruitment is being conducted to establish an eligibility list to fill countywide vacancies that occur during the active status of this list (approximately 3 -12 months).

Salary: I - **\$3,986.56 - \$4,845.69** (Monthly Equivalent)
II - **\$4,614.95 - \$5,609.50** (Monthly Equivalent)
III - **\$5,342.37 - \$6,493.72** (Monthly Equivalent)
SR - **\$5,609.50 - \$6,818.39** (Monthly Equivalent)

The position may be filled at any one of the listed levels dependent upon the needs of the department and the qualifications of the candidate selected.

FULLY PAID CALPERS RETIREMENT is included in our **generous benefit package**. See reverse of this page for details, and other important information.

Application Deadline: February 17, 2010 - must be received by 5:00 P.M.
NO POSTMARKS ACCEPTED

Job Description: *It is the responsibility of each applicant to review the full position job description and requirements. This description is available on the internet at www.co.lake.ca.us, or you may call the Human Resources Department at (707) 263-2213 to request that a job description be sent to you by mail.*

Training and Experience:

- I - Completion of requisite legal training and eligibility for membership in the State Bar of California.
- II - One (1) year of professional work experience in performing criminal law work comparable to that of a Deputy District Attorney I with the County of Lake.
- III - One (1) year of professional work experience in performing criminal law work comparable to that of a Deputy District Attorney II with the County of Lake.
- SR - Eighteen (18) months of professional work experience in performing criminal law work comparable to that of a Deputy District Attorney III with the County of Lake.

Special Requirements:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Current membership in the State Bar of California

The County is an Equal Opportunity-Affirmative Action Employer. Veteran's Preference.

See reverse of this page for details.

To apply for this examination - All applications for County examinations must be submitted typed or in ink on the standard County application form. County applications may be downloaded from www.co.lake.ca.us or may be obtained from the County of Lake Human Resources Department. Completed application packets must be returned to the Human Resources Department by the close of business on the final filing date. Postmarks are not accepted. We will accept a faxed application for the deadline date, however, the original application must still be submitted. An application packet is not considered complete unless it includes all certifications and/or other attachments listed in the special requirements above.

Important Notice - The provisions of this flyer do not constitute an expressed or implied contract. Benefits may vary between bargaining units. Any provisions contained within this flyer may be modified or revoked without notice. All County of Lake applicants who are given a conditional employment offer must comply with the County's pre-employment medical review program before they may be appointed to the County position.

EMPLOYEE BENEFITS

Vacation – 80 hours per year during the first five years of service, 120 hours per year after five years, and additional accruals based on years of service beyond fifteen years.. Pro-rated for part-time employees.

Holidays - An average of twelve paid 8-hour holidays per year. Pro-rated for part-time employees.

Sick Leave - Accrues at a rate of 96 hours per year. Pro-rated for part-time employees.

Health and Insurance Benefits - Medical, dental, hospital, vision, life and disability coverage is available to employees and their dependents. The County contributes \$800 of the monthly premiums for the insurance plan options.

Retirement - County employees are members of the State-wide Public Employees' Retirement System (PERS) which provides generous retirement benefits. The County contributes the full payment of the employee's share to PERS equal to 7% of the modified gross for Miscellaneous employees. Safety employees pay 4% of their gross toward their retirement benefit and the County contributes 5% of the employees' modified gross towards the employees' share to PERS, with the exception of Safety Management employees. The County contributes the full payment of the employee's share to PERS equal to 9% of the modified gross for Safety Management.

Salary - Lake County has an adopted salary schedule. The salary range for most classifications is in five increments with a provision for longevity increases. Appointments are normally made at the first step of the salary range.

Social Security - County employees participate in Social Security.

California State Disability Insurance – SDI is available to some County employees.

Deferred Compensation Plan and Credit Union Memberships are available to County employees.

Management Employees- Management Employees accrue vacation at a different rate and also receive 40 hours per fiscal year of Administrative Leave with an option for cash in lieu.

DISASTER SERVICE WORKERS

As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of their supervisor.

HIRING PROCEDURE

General Information - All candidates must establish that they are a United States citizen or an alien authorized to work in the United States prior to permanent appointment.

Eligibility Lists - The names of candidates who are successful in the examination process will be placed on an eligibility list in rank order based on examination scores. As vacancies occur, the top four eligible candidates will be referred to a department for selection. A candidate who is not selected will remain on the eligible list and will be referred to other departments as vacancies occur.

Equal Opportunity/Affirmative Action - Lake County has an excellent personnel system providing for hiring and advancement on the basis of qualifications and performance without regard to race, color, ancestry, national origin, religious creed, sex gender identity, sexual orientation, physical or mental disability, medical condition (cancer related as defined in Section 12926(F) of the Government Code 12990), age, marital status, or other non-merit factors.

Veterans Preference - Veterans of the armed forces of the U.S. who have received Honorable Discharges within the last three years from active duty, shall receive an additional five points added to his/her final composite test score. This preference will apply only to the first appointment to any permanent County position. A copy of a valid DD214 must be submitted on or before the final filing date in order to be eligible for Veterans Preference points.

Physical Examination - All candidates will be required to pass a County physical examination or medical questionnaire screening prior to permanent appointment.

Background Investigations - Employment in certain departments is contingent upon successfully passing a background investigation. Applicants for these positions will be required to complete and sign an authorization/release form/packet enabling such an investigation. Failure to complete, sign, and return the form/packet will exclude the applicant from further consideration for the vacancy. A polygraph test may be required as part of the background investigation.

DOT - The Federal Department of Transportation (DOT) designates certain County of Lake positions as Safety Sensitive Drivers. Applicants for these positions will be required to comply with all DOT hiring requirements, including pre-employment drug and alcohol testing, before they may be appointed to the County position.
