

DEPUTY DISTRICT ATTORNEY

POSITION PURPOSE: ASSISTS IN THE ADMINISTRATION OF THE DISTRICT ATTORNEY'S OFFICE. PROSECUTES STATUS OFFENSES AND MAJOR FELONY CASES ON BEHALF OF THE STATE.

POSITION IN ORGANIZATION: REPORTS TO DISTRICT ATTORNEY.

MAJOR DUTIES

1. Assigns cases to Assistant District Attorneys and supervises attorney staff.
2. Aids in preparation and maintenance of the departmental budget.
3. Prepares, implements, and enforces office policies, guidelines, and rules.
4. Consults with and provides information to the public, law enforcement agencies, defense attorneys, and governmental officials.
5. Provides assistance and training in criminal law to law enforcement agencies.
6. Gathers and analyzes evidence for the purpose of determining whether prosecution is in the public interest.
7. Prepares for preliminary examinations by subpoenaing witnesses and preparing legal briefs.
8. Prepares for and conducts jury trials.
9. Handles pre-sentence, dispositional, post-conviction, and appeal procedures in court.

10. Conducts special investigations and John Doe proceedings.
11. Conducts research on pertinent decisions, laws, regulations, and other matters pertaining to cases.
12. Resumes responsibility of District Attorney in his or her absence.
13. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES

1. Ensures prosecution of all cases is in the best interest of the citizens of Winnebago County.
2. Ensures that administrative support is provided to the District Attorney for office administration.
3. Ensures that a positive relationship is maintained with the public, law enforcement agencies, and the courts.
4. Ensures timely prosecution of all cases.
5. Ensures guidance and accurate information is provided to law enforcement agencies and
6. Ensures that direction and administration of the District Attorney's Office is provided in an efficient manner.