

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Adopt this resolution approving the attached class specifications for the positions of Deputy District Attorney and Sheriff's Dispatcher.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

The Board of Supervisors created the class specification of Deputy District Attorney March, 1990 and the class specification of Sheriff's Dispatcher in April, 1988. This proposed resolution would clean up the language in each of these class specifications. There is no money tied to either revision.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this resolution.
Revise either or both class specifications.

COSTS: (X) Not Applicable
A. Budgeted current FY \$
B. Total anticipated costs \$
C. Required additional funding \$
D. Internal transfers \$

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$
B. Reserve for contingencies \$
C. Source description:
Balance in Reserve for Contingencies,
if approved: \$

SPECIAL INSTRUCTIONS:
List the attachments and number
the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 92-396 Ord. No.
Vote - Ayes: 3 Noes:
Absent: Baggett Abstained: Faber
Approved () Denied
Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of
the original on file in this office.
Date:
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
[X] Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action
Comment:
A.O. Initials: [Signature]

MARIPOSA COUNTY

JOB TITLE: Deputy District Attorney

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under direction, this classification investigates allegations related to law; initiates appropriate civil or criminal action; continues education/training process to remain informed of federal/state activity; and prosecutes criminal cases. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this job class may direct and monitor the work of others.

SUPERVISOR: District Attorney

TYPICAL DUTIES:

- Assist in administering, coordinating and supervising the operations and activities relating to the District Attorney's office
- Prepares, files and prosecutes family support, juvenile and criminal cases handled by the District Attorney's Office
- Monitors, coordinates, and supervises the work of professional and departmental support staff
- Advises personnel regarding legal implications and handles court procedures
- Establishes and implements operational policies and procedures
- Interviews complaining witnesses, absent parents, witnesses, criminals and/or other relevant individuals
- Prepares and tries matters in court
- Negotiates and maintains correspondence with defense counselors, suspects, and/or other relevant individuals and agencies
- Assists in formulating departmental policies and procedures
- Represents the department in meetings with various professional, civic, or other groups on matters relating to the District Attorney's office
- Monitors and interprets current legislation and litigation

MARIPOSA: Deputy District Attorney

TYPICAL DUTIES: (Cont'd)

- Prepares and edits legal documents
- Conducts training sessions for various agencies
- Reviews and analyzes crime scenes, evidence, and police reports
- Assists and advises County departments in cases involving potential criminal prosecution
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- membership in the California State Bar Association

Knowledge of:

- the principles, practices, and methods of County, State and Federal family law and criminal litigation, and statutory and constitutional law
- the methods and practices of pleading and of effective techniques in presentation of cases in court
- rules, practices and procedures of the courts
- judicial procedures and rules of evidence
- organization and policies of the District Attorney's Office
- the principles, methods, materials and practices of legal research
- principles and practices of administration, supervision, and training
- effective public relations

Ability to:

- analyze, appraise, organize and apply legal principles, evidence, and precedents to complex legal problems

MARIPOSA: Deputy District Attorney

Ability to: (Cont'd)

- present statements of fact, law and argument clearly and logically in written and oral form
- analyze and appraise a variety of legal documents and instruments
- supervise and prioritize the work of others
- develop operational policies and procedures
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of the required duties
- use mathematical principles to calculate percentages and other formula computations
- analyze federal and state legislation

A typical way to gain the knowledge, skill, and ability outlined above is:

- a minimum of eighteen (18) months of experience in professional legal work, preferably in family or criminal law.

Creation date: 3/90
Revision date: 7/92
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MARIPOSA COUNTY

JOB TITLE: Sheriff's Dispatcher

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To receive, process, and transmit emergency and non-emergency calls, information requests, and messages in support of law enforcement, fire, and rescue operations; to operate radio communications and teletype equipment; and to perform a wide variety of responsible clerical and record keeping functions related to dispatching and office operations. Employees in this classification receive general supervision within a standard framework of policies and procedures. This job class exercises responsibility for the clear, accurate, and timely recording and dispatch of communications to law enforcement, fire, and rescue personnel and for effectively evaluating, determining, and providing appropriate responses/direction in urgent or emergency situations. This job class requires effective communication and record keeping skills and the ability to remain calm during high stress and/or emergency situation.

SUPERVISOR: Sheriff's Sergeant

TYPICAL DUTIES

- Receives and processes inquiries, complaints, information, and emergency calls from the public
- Dispatches routine and emergency radio calls to appropriate deputy sheriffs, fire, and rescue personnel/units and other jurisdictions
- Evaluates and determines appropriate responses to situations requiring law enforcement, fire, and/or rescue services
- Articulates radio transmissions in a clear, concise, and understandable manner and in logical order
- Maintains, monitors, and records contact and disposition of field patrol units on an ongoing basis
- Determines proper jurisdiction, personnel, and/or equipment to be dispatched
- Monitors multiple radio channels (nets) for information/dispatch purposes

MARIPOSA: Sheriff's Dispatcher

TYPICAL DUTIES (cont.)

- Operates radio communication and teletype equipment in receiving and transmitting information requests to/from field patrol personnel regarding vehicle registration, driving records, warrants, criminal records, stolen property, and other law enforcement related matters
- Performs tests of radio communication system to ensure its proper operation and reports maintenance needs to appropriate source
- Performs a variety of responsible clerical and record keeping support duties in conjunction with assigned dispatching and other office operations
- Maintains detailed daily log related to dispatching operations; compiles, types, duplicates, and distributes incident reports
- Compiles and prepares statistical reports from operational records kept
- Types a variety of reports, correspondence, case records, documents, forms and other materials requested by the department or in preparation for court
- Inputs, updates, and retrieves a variety of data and information utilizing teletype equipment
- Answers incoming calls and waits on the public over the counter; takes messages, refers calls to appropriate personnel, and/or provides information regarding departmental procedures and requirements
- Questions/interviews callers to elicit specific information needed to determine appropriate dispatch assistance needed
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's License

MARIPOSA: Sheriff's Dispatcher

Knowledge of:

- modern office methods and procedures to include report writing, business correspondence, record keeping, and proper telephone techniques
- the roads, major landmarks, geography, and layout of the county and immediate areas
- proper English usage, grammar, spelling, punctuation, and vocabulary
- the proper operation of a teletype and two-way radio communication system

Ability to:

- learn departmental rules, regulations, procedures, and policies related to dispatching operations
- learn specified communication codes and laws related to assigned functions
- react quickly, effectively, and calmly in an emergency situation and to adopt an effective course of action
- communicate effectively and tactfully in oral and written form
- speak and hear without impairment
- remain calm and in control under high stress situations
- type accurately at a rate required for successful job performance
- maintain accurate files and records and prepare reports
- understand and follow complex oral and written instructions independently
- perform and coordinate several tasks simultaneously

MARIPOSA: Sheriff's Dispatcher

Ability to (cont.)

- learn departmental rules and regulations
- work rotation shifts including nights, weekends, and holidays
- read and interpret road maps effectively
- operate standard office equipment such as typewriter, copier, telephone system, recorder, computer terminal, etc.
- meet the physical requirements necessary to perform the duties of the job successfully
- establish and maintain effective work relationships with those contacted in the performance of required duties

A typical way to gain the knowledge, skill, and ability outlined above is:

- high school graduation or equivalent.

Creation Date: 4/88
Revision date: 7/92
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