

DEPUTY DISTRICT ATTORNEY

Position Overview: At-will position, discretion of the elected district attorney.

- **Purpose:** Prosecution of criminal and non-criminal cases. This is an advanced level position, career prosecutor or management/administrative role. This position requires a person willing to try cases and looking to enhance their trial skills.

Supervision:

- Supervised by Chief Deputy District Attorney and/or District Attorney.

Examples of Work Performed:

- Prosecute all cases, including high-profile trials.
- Lead special prosecutions, execute trials and trial management.
- Expertise in specific areas of criminal prosecution.
- Supervise/mentor attorneys and staff.
- Train law enforcement, assist at crime scenes, perform non-prosecution duties.
- Participate in boards, task forces, and other groups.
- Handle administrative duties as a division/bureau head.

Working Conditions:

- Work is performed in an office, courtroom, community, or legislative environment.
- Some physical effort and travel may be required.
- Must be able to work under stressful situations and/or conditions.
- May be required to go to crime scenes for effective trial management.

Career Prosecutor: Licensed attorney to practice law in New Mexico plus a minimum of six (6) years of relevant prosecution experience.

- Extensive knowledge in criminal prosecution, rules of evidence, and criminal procedure.
- Organization and supervision skills.
- Advanced trial skills.
- Proficiency in computer, audio-visual, and office systems.
- Strong communication skills.
- Ability to research and analyze information and situations.

- Preferred Qualifications: Licensed attorney to practice law in New Mexico, plus eight (8) or more years of relevant prosecution experience.

Managing Attorney: Licensed attorney to practice law in New Mexico plus a minimum of six (6) years of relevant prosecution experience, which should include two (2) years' administrative/management experience.

- Supervisory experience and specialized management training.
- In-depth knowledge of office policies and procedures.
- Understanding of applicable employment laws.
- Public relations skills.