



*Connecting the Community to the Courthouse*

# CHIEF DEPUTY DISTRICT ATTORNEY

**DISTRICT ATTORNEY'S OFFICE COUNTY OF MARIN / SAN RAFAEL, CALIFORNIA**

**T**HE COUNTY OF MARIN IS SEEKING UP TO TWO EXPERIENCED CHIEF DEPUTY DISTRICT ATTORNEYS (CHIEFS) to provide visionary leadership for the District Attorney's Office, mentoring staff and providing legal outreach for the community. These Chiefs are not just exceptional legal minds but are also highly engaging, approachable, and expressive people. As vital members of the leadership team, they will have the unique opportunity to connect with the community, build strong relationships with stakeholders, and be compassionate advocates for justice. These roles will have oversight of 31 staff members. The County is seeking Chiefs who thrive on community engagement. These roles are highly customizable to your areas of interest, as you will have opportunities to oversee special courts and coalitions according to your passions and experience. The Chiefs will actively participate in outreach programs, town hall meetings, and public events to foster trust and transparency between the District Attorney's Office and the community it serves. Your understanding of the law and ability to connect with people from diverse backgrounds will be crucial in addressing their concerns and building a safer environment. *Join us in advocating for justice for our Marin County community—apply today!*

**ANNUAL SALARY: \$211,370–\$234,146 DOE/DOQ**

# THE COMMUNITY

**MARIN COUNTY, CALIFORNIA, IS A COASTAL REGION** just across the Golden Gate Bridge from San Francisco and adjacent to the picturesque vineyards of Napa and Sonoma Counties. Marin County is a highly desirable place to live with easy city access, beautiful beaches, award-winning schools, and family-friendly recreation activities. The area is home to a community of over 260,000 engaged and culturally diverse residents. The County includes the incorporated cities of Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael, Sausalito, and Tiburon. Outdoor enthusiasts can explore the County's 34 protected natural reserves and access to well-maintained picnic areas, playgrounds, athletic fields, dog parks, and walking trails. The County is also home to 10 popular farmer's markets, with plenty of access to fresh and organic local produce and goods. Marin County is a very special place, and residents can explore a range of fun and engaging cultural activities for their education and enjoyment.



# THE COUNTY

**MARIN COUNTY IS GOVERNED BY** five members of the Board of Supervisors, each of whom represents one of the five voting districts in the County. The County employs approximately 2,200 employees in its 22 agencies. This diverse organization strives to uphold a set of core values: respect, integrity, diversity, excellence, innovation, and collaboration.

# THE DISTRICT ATTORNEY'S OFFICE

**T**HE MARIN COUNTY DISTRICT ATTORNEY'S OFFICE employs 95 full-time employees. The attorney staff are assigned to the criminal division with one attorney currently assigned to the consumer division. The criminal division is overseen by two Chief Deputy District Attorneys, who report to the District Attorney. Also reporting to the District Attorney are the Chief District Attorney Investigator and the Chief of Finance and Administration.

## **MISSION: PREVENTION, PROSECUTION, PROTECTION**

The Marin County District Attorney's Office's primary mission is promoting safety through **innovative** and **collaborative** approaches to crime prevention and prosecution while maintaining our commitment to victims' rights, offender rehabilitation, consumer protection, and public engagement.

## THE JOB & IDEAL CANDIDATES

**T**HE IDEAL CHIEF DEPUTY DISTRICT ATTORNEYS have experience in legal research, law-and-motion, human resources, and community outreach. The Chiefs will be responsible for planning, organizing, directing, and coordinating all activities related to criminal prosecution. In these roles, your leadership will extend to selecting, training, scheduling, supervising, and evaluating staff attorneys as they handle trials, motions, and court appearances. These are supervisory roles, with oversight of staff who may be working pursuant to a grant. This may include attorneys, victim witnesses, and investigative staff. As such, prior grants management experience is highly desired.

The ideal candidates are highly personable legal experts who are passionate about serving others. Exceptional interpersonal skills will be vital in maintaining effective working relationships, ensuring a smooth flow of information, and achieving the goals of justice and public safety. The Chiefs evaluate cases that are referred and filed by the office and advise subordinates on points of law, legal procedures, tactics, and strategies required during case preparation and presentation in court. These Chiefs may direct the work of investigators assigned to the case, conduct legal research, mentor staff and assist in determining appropriate trial techniques, points of law, and final arguments. Communication skills, project management experience, and a proven record of staff oversight are all ideal for these positions.



## ***The ideal candidates will also have knowledge of...***

- ▶ Collaboration with justice partners and methods of communicating essential case information within ethical boundaries.
- ▶ Evaluation and filing of adult and juvenile cases and evidence admissibility issues.
- ▶ Principles of personnel management, staff mentorship, and succession planning.
- ▶ Human Resources guidelines, diversity, equity, and inclusion.
- ▶ Unbiased and fair interview techniques and evidence collection.
- ▶ DNA collection and forensics technology.
- ▶ Digital forensics and data collection for the purposes of prosecution.
- ▶ Constitutional and statutory and ethical discovery obligations.
- ▶ The Public Records Act (CPRA) and principles of compliance including both written and electronic information.
- ▶ The Racial Justice Act and the principles of conviction and avoiding bias or exclusion based on race, ethnicity, or national origin.



## **MINIMUM QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** Juris Doctor Degree from an accredited law school.

**Licensure:** Current active membership in the State Bar of California is required.

**DA Experience:** Six (6) years of progressively responsible experience as a Deputy District Attorney or Prosecutor handling filing duties and both misdemeanor and felony jury trials.

**Supervisory Experience:** Four (4) years of experience leading, coordinating, and supervising attorneys engaged in criminal law related duties.

**Driver's License:** Possession of, or ability to obtain and maintain, a valid class C California driver's license.

**NOTE:** May be required to attend meetings off-site after regular business hours, access crime scenes, and work alone at night and in high-crime areas. Positions may also require an on-call 24-hour schedule.



## SPECIAL PROJECTS, COURTS, & COMMISSIONS

In these roles, you may be able to focus primarily in your areas of interest, but foundational knowledge of all areas is highly desired. When applying, please share your relevant background in the following areas:

**CLEAN SLATE PROGRAM.** Seeks to clear or expunge community members' past criminal convictions and provide these individuals with government benefits and aid, housing options, job training, and educational opportunities.

### **JEANNETTE PRANDI CHILDREN'S CENTER.**

A child-friendly forensic interview center that offers new hope to children who have been the victims of sexual abuse, physical abuse, who have been trafficked, or who have witnessed domestic violence.

### **THE DOMESTIC VIOLENCE SERVICES.**

Domestic Violence Services provided through the District Attorney Victim Witness Unit supports victims with updates on pending cases, protective orders, support during court proceedings, acquainting a victim or witness with the criminal justice system and courthouse, and facilitating restitution.

**STAR MENTAL HEALTH PROGRAM.** The target population of the STAR Program are adults with serious mental illness and who are currently involved with the criminal justice system.

**DRUG COURT.** Designed as a specialized therapeutic-focused legal approach dedicated to assisting individuals with a substance use disorder navigate recovery, thereby improving their own lives, the lives of their friends and family, and benefitting the greater community.

**REAL ESTATE FRAUD.** Investigates real estate fraud cases involving or relating to the recording of a real estate instrument with the Marin County Recorder's Office such as: fraudulent transfers of title to real property; recordation of fraudulent real estate documents; and foreclosure and loan modification fraud.

**NORTHERN CALIFORNIA COMPUTER CRIMES TASK FORCE (NC3TF).** Formed in 2000 after the State's District Attorneys, top law enforcement personnel, and representatives of the high technology industry recognized the need for a unit of specially trained investigators to combat the growing problem of high technology crime and identity theft.

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# SALARY+BENEFITS

An annual salary of **\$211,370–\$234,146 DOQ/DOE**, plus a generous benefits package which includes:

**RETIREMENT.** The County pays the employer contribution to Marin County Employees' Retirement Association (MCERA), a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act County retirement systems, CalPERS, and systems with CalPERS reciprocity. The County does not participate in Social Security except for a mandatory Medicare contribution.

**HOLIDAYS.** 11 paid holidays annually.

**INSURANCE.** The County of Marin offers a robust benefits package that includes an allowance that can be used to purchase health benefits including medical, dental, and vision as well as life and long-term disability insurance.

**LEAVE ALLOWANCES.** Generous leave package including management, personal, and sick leave benefits.

**EMPLOYEE WELLNESS PROGRAM.** Employee-dedicated fitness room and health and wellness deals and discounts from local businesses.

**IRS 457 PLAN.** The County offers a choice of pre-tax or post-tax (Roth) employee contribution up to the IRS annual maximum.

**TRANSPORTATION BENEFITS.** Up to \$260 per month of pre-tax dollars to purchase transit passes.

## HOW TO APPLY

For first consideration, apply by **JANUARY 17** at:

### SECURE THE DATES

The first rounds of interviews will be conducted virtually on **FEBRUARY 12** with second in-person interviews to follow on **FEBRUARY 20**. Candidates will be interviewed as they apply.

**WBCP JOB BOARD**



Please contact your recruiter, Terri Maus-Nisich, with any questions: [terri@wbcpinc.com](mailto:terri@wbcpinc.com)  
**866.929.WBCP (9227)** toll-free  
**541.664.0376** direct

*The County of Marin strives for diversity and an inclusive work environment. We are an Equal Opportunity Employer. Minorities, women, and individuals with disabilities are strongly encouraged to apply.*