



## **Job Description Denver Deputy District Attorney (Entry Level)**

The mission of the Denver District Attorney's office is to prosecute crimes professionally and competently, investigate criminal behavior on behalf of the people of the State of Colorado and seek equal justice for all in the criminal justice system. Our mission includes the prevention and deterrence of crimes, support of the well-being of victims, participation in the community, commitment to transparency and accountability and reform of the criminal justice system to provide fair alternatives to incarceration in appropriate cases as well as fair and equal justice for all.

The office employs approximately 100 attorneys and 150 support staff, who are responsible for more than 5,000 felony and 7,000 misdemeanor prosecutions annually.

### **Deputy District Attorney:**

The entry level Deputy District Attorneys perform professional legal work in the prosecution of cases in Denver County Courts representing the People of the State of Colorado. Entry level attorneys move through the office as they advance to representing the People in Juvenile and Denver District Court.

### **Essential Duties of Entry level:**

Prepares and conducts motions hearings and trials on misdemeanor and traffic offenses and, when appropriate, serves as co-counsel on felony cases as well.

Reviews criminal case files including police reports, evidence, witness statements, criminal histories and victim input and determines appropriate plea offers for said cases.

Presents evidence, argues motions for suppression and other legal motions, conducts jury selection, direct and cross-examination of witnesses and opening and closing arguments in court.

Performs research and writing for legal briefs, motions and pleadings.

Assists victims of crime through the criminal justice system and communicates with victims and witnesses on cases in which they are involved.

Periodically serves on call to provide legal advice to law enforcement agencies and answer immediate questions from the public.

Performs other duties as assigned or requested by the District Attorney or Assistant District Attorneys.

### **Knowledge, Skills and Abilities:**

Commitment to protecting the public and working to improve the criminal justice system.

Ability to review criminal case files, prepare said files for trial, and conduct trials.

Ability to prepare for and effectively manage a heavy caseload including reviewing each case

prior to court and being prepared to facilitate disposition of cases.

Skill in researching and drafting legal pleadings necessary for the successful prosecution of cases.

Strong critical thinking and writing skills.

Ability to think on one's feet in a high-stress environment.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to work independently and efficiently to meet statutory deadlines.

Proficiency in current computer case management software programs.

Ability to maintain effective working relationships with other employees, supervisors, court officials, law enforcement, the public and other government agencies.

**Education and Licensure Requirement:**

Graduation from a college of law with attainment of a J.D. Degree.

Admission by the Supreme Court of Colorado to practice law in the State of Colorado at the time of appointment.

**Starting annual salary of \$78,718.00**

**Additional Benefits:**

100+ attorney office which allows significant opportunities for growth and advancement.

Collaborative team environment among various units including the Economic Crime, Crime Strategies, Cold Case, Human Trafficking, Behavioral Health Unit, Digital Evidence and Elder and At-Risk Abuse Units

Robust in-house training program supervised by a dedicated Training Chief Deputy District Attorney that allows for CLE fulfillment.

Participation in Denver Employee Retirement Plan (DERP) pension plan, a significant long-term benefit.

Supportive, family-friendly environment.

Work From Home (WFH) policy allows two days per week at home.

**To Apply:**

Please submit a cover letter and resume to:

Liza Willis, Chief of Staff

[lcw@denverda.org](mailto:lcw@denverda.org)

Denver District Attorney's Office

201 West Colfax, Suite 800

Denver, CO 80202

**Website:**

[www.denverda.org](http://www.denverda.org)