



Koff & Associates
A Gallagher Company



Prosecutor/Attorney

District Attorney's Office

THE COMMUNITY

Centrally located within the State of California, Tulare County is situated in a delightful and geographically diverse region. The County includes an area of 4,863 square miles. Mountain peaks of the Sierra Nevada range rise to more than 14,000 feet in its Eastern half. Meanwhile, the extensively cultivated and very fertile valley floor in the Western half, has allowed Tulare County to become the top producer of agricultural commodities in the United States. In addition to substantial packing/ shipping operations, light and medium manufacturing plants are increasing in number and are becoming an important factor in the County's total economic picture. The County has a growing population of 479,112. The Eastern half of the County is comprised primarily of public lands within the Sequoia National Park, National Forest, and the Mineral King, Golden Trout, and Domeland Wilderness areas. Opportunities for all-season outdoor recreation include hiking, water and snow skiing, fishing, and boating.

Visalia, the County seat, is the gateway to Sequoia National Park and a variety of recreational activities. The City, with a population of 138,136, is within a four-hour drive of either San Francisco or Los Angeles, and approximately a two-hour drive to California's central coastline. Its family-oriented lifestyle, affordable housing, minimal traffic, and low stress lifestyle have



proven attractive to people from all areas of the state and country. The City Council recently approved a special zone in east downtown for micro-breweries and micro-wineries. The County also features many cultural and entertainment venues from great museums to theaters and a magnificent symphony orchestra, as well as excellent shopping outlets and downtown shops with convenient curbside parking.

For more information, visit: <https://tularecounty.ca.gov/hrd>

THE COUNTY OF TULARE

The County of Tulare is a General Law County created by the State Legislature in 1852. Its 5,000 employees are dedicated to providing services to over 471,000 residents. The County is governed by a five-member Board of Supervisors elected by districts for four-year terms. There are no term limits. The Chair and Vice-Chair are elected annually by the Board from among its members.

To learn more about the County of Tulare, go to: <https://tularecounty.ca.gov/county/>



THE DISTRICT ATTORNEY'S OFFICE

The District Attorney's Office is a fast-paced and exciting environment and is structured to provide outstanding career growth opportunities with a strong commitment to ethical criminal prosecution and quality service to victims of crime. When fully staffed, there are sixty-nine attorneys that carry out the core function of prosecution supported by 207 team members composed of investigators, administrative assistants, victim/witness service specialists, support staff, witness coordinators, fiscal staff and interns. The Office of the District Attorney serves 26 cities, townships, and districts in the county with offices in Visalia and Porterville.

To learn more, go to: www.tularecounty.org/careers/

THE POSITIONS

The County is seeking qualified attorneys at all levels to perform professional legal work in the prosecution of criminal cases. Responsibilities include evaluating investigative reports; filing criminal cases; preparing pleadings, briefs, and points and authorities, as well as conducting legal research; examining and evaluating evidence; prosecuting cases in the courts and assisting less experienced attorneys in all phases of legal work or more complex cases.

THE IDEAL CANDIDATE

The ideal candidates will have solid analytical skills, be dynamic, enthusiastic, and highly motivated. Excellent written and verbal communication as well as listening and interpersonal skills are necessary to



work in this collegial and team-oriented environment. The successful candidates will enjoy working in a collaborative environment and have the flexibility to adapt to changing priorities, and will be highly motivated in seeking justice for victims of crime in the local community.

The County of Tulare's District Attorney's Office provides a culture where attorneys are given a high amount of responsibility and will have the opportunity to have a real impact and argue on jury trials in court quickly and often, as well as have exposure to high visibility cases in the earlier stage of their tenure; all of which can translate to rapid career advancement.

Key attributes and characteristics

- Confident, honest, and has high integrity.
- Engender trust and credibility with peers and stakeholders.
- A relationship builder with excellent communication and interpersonal skills.
- The ability to multi-task and work on multiple and varied projects and cases.
- Possess a positive presence and value public service.



QUALIFICATIONS

- Active membership in the State Bar of California.
- Entry level to more experience in full-time practice will determine placement.

COMPENSATION AND BENEFITS

The salary range is \$73,715 - \$133,427 depending on qualifications and experience.

The County provides a benefit package including health insurance, vacation, sick benefits, 1937 Act Retirement plan, life insurance and reimbursement for California Bar Dues. A Benefit allowance may be applied toward health insurance premiums. The County also covers expenses for relevant training that satisfies the State Bar of California's MCLE requirements.

APPLICATION AND RECRUITMENT PROCESS

Positions are open until filled. Candidate resumes will be reviewed immediately upon receipt.

To be considered, please submit a resume, cover letter, and four work related references (who will not be contacted in the early stages of the recruitment) to:
<https://koffassociates.com/district-attorney/>

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the County. The County will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.

