



MENDOCINO COUNTY DISTRICT ATTORNEY'S OFFICE

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DATE: March 3, 2026

TO: Mendocino County Board of Supervisors

FROM: Carmen Macias *Carmen Macias*
Administrative Services Manager

RE: Strategic Hiring Process

The Mendocino County District Attorney's Office total adopted budget includes funding for clerical positions necessary to carry out mandated obligations for public safety. Salaries and benefits are budgeted to support current staffing levels and include anticipated savings from vacancies and attrition.

The District Attorney's Office has one (1) vacant Staff Assistant I position (2447) due to our previous staff assistant being promoted to Staff Assistant II and underfilling a Legal Secretary Position. This position provides essential clerical and administrative support, including front counter and telephone coverage, processing and distributing mail.
Projected Salaries and Benefits (Step 2): \$67,518.

In addition, the District Attorney's Office has one (1) vacant Legal Secretary I/II position (3317) due to the former employee resigning from the position. The former employee held the position of Legal Secretary II, the District Attorney's Office plans as a salary saving measure to hire a Legal Secretary I to fill the position. This position performs duties of a legal nature such as preparing/filing legal documents and providing clerical support to staff attorneys.
Projected Salaries and Benefits (Step 2): 72,660.

The Staff Assistant and Legal Secretary classifications are relied upon to perform the full scope of clerical and administrative duties. Filling the positions will restore adequate clerical coverage, improve operational efficiency, and support public safety.

Recognizing that the District Attorney's Office has budgeted for these positions, the District Attorney requests authorization to recruit and fill (1) Staff Assistant I and (1) Legal Secretary I pursuant to the County's Strategic Hiring Process.

Thank you for considering this request.