

JOB DESCRIPTION: **DEPUTY DISTRICT ATTORNEY – LEVEL 1**DATE: **03/10/2009**

EXEMPT (Y/N):	Yes	JOB CODE:	CSC Exempt
DEPARTMENT:	District Attorney	CLASSIFICATION:	079A
SUPERVISOR:	District Attorney	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Represent the State of Oregon as a trial lawyer in the prosecution of primarily misdemeanor criminal actions in Circuit and Justice Court proceedings and assist the District Attorney in performing all of the functions of the District Attorney, including, but not limited to, arraignments, release hearings, restitution hearings, plea/sentencing hearings, probation and revocation hearings, contempt, major traffic cases and jury trials on misdemeanor cases. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform intake procedures which includes reviewing incoming police reports and determining which charges, if any, will be filed and against whom, on behalf of the District Attorney.

Draft motions, orders, memoranda, diversion agreements and search/arrest warrants with supporting affidavits.

Negotiate potential case resolutions with defense counsel/defendants as appropriate, in accordance with facts, laws and departmental policy.

Prepare witness lists and trial notes. Research legal issues and confer with citizen witnesses and law enforcement agents.

Present evidence and argument at arraignments, release hearings, hearings on motions and trials.

Conduct legal research necessary for case preparation to answer questions of County officials and broaden legal background. Keep abreast of court decisions and legislation affecting criminal laws.

Discuss criminal procedures with law enforcement agents designed to improve procedures for arrests, searches, seizures, etc. Coordinate work activities with other departmental personnel. Perform death investigations to ensure that evidence is properly gathered in cases that might involve criminal activity.

Attend meetings, advise, cooperate and work with other criminal justice and social agencies.

Develop and implement forms and procedures to improve and expedite routine tasks of lawyers.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not normally a responsibility for this position.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the District Attorney and is reviewed jointly through conferences, reports and the effectiveness of programs in accomplishing departmental goals and objectives.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Graduation from an accredited school of law. Two years of increasingly responsible legal experience. Work experience in the practice of law with preference given for prior experience as a Deputy District Attorney or similar position. Any satisfactory combination of experience and training that demonstrates the knowledge and abilities to perform the above described duties.

CERTIFICATES, LICENSES, REGISTRATIONS: Membership in good standing in the Oregon State Bar and admission to practice law in Oregon State Courts.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of criminal laws and the practices and procedures of criminal prosecution. Thorough knowledge of courtroom and trial procedures.

Familiarity with the use of personal computers and general business software such as word processing and spreadsheets.

Ability to analyze facts, evidence and precedents and to arrive at logical conclusions. Ability to communicate effectively, both in written and verbal form. Ability to appear effectively before a trial court. Ability to interpret applicable federal, state and local laws, rules, regulations and policies. Ability to maintain effective and harmonious working relationships with employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.