

JOB DESCRIPTION: **CHIEF DEPUTY DISTRICT ATTORNEY**DATE: **03/10/2009**

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| EXEMPT (Y/N): | Yes | JOB CODE: | CSC Exempt |
| DEPARTMENT: | District Attorney | CLASSIFICATION: | 080 |
| SUPERVISOR: | District Attorney | SALARY RANGE: | E09 |
| UNION (Y/N): | No | LOCAL: | N/A |

GENERAL STATEMENT OF DUTIES: Perform professional legal work in the investigation, preparation and presentation of more complex cases prosecuted by the District Attorney, including major felony prosecutions such as sex offenses and homicides within the Circuit Courts. Supervise, train and direct the work of Deputy District Attorneys. Assist in the general management, planning and direction of the District Attorney's Office. Assume responsibility for department in absence of District Attorney. Do related work as required.

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

Provide supervision to Deputy District Attorneys including assigning and reviewing work; evaluating performance; effectively recommending or initiating promotions, transfers, new hires and terminations; and resolving employee grievances.

Act as Circuit Court trial team leader. Provide assistance and advice to Deputy District Attorneys regarding complex legal issues in pending felony cases. Advise Deputies as to charging decisions, negotiation offers and trial strategy in complex cases.

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.

Attend and appear before Grand Jury to present cases and prepare indictments as directed.

Present evidence and argument at arraignments, release hearings, hearings on motions, trials, grand jury proceedings and mental commitment hearings.

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. Review federal case law and legislative and administrative changes.

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. Represent the District Attorney at these functions.

Assist Child Support Enforcement Agent in initiating court procedures regarding non-payment of child support. Review cases for changes or compliance with child support guidelines.

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

Represent various public agencies in civil forfeiture cases.

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

SUPERVISORY RESPONSIBILITIES: Supervise Deputy District Attorney (2-5). As necessary, supervise all employees in the absence of the District Attorney. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions with the District Attorney.

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. Ten years of increasingly responsible legal experience. Work experience in the practice of law with significant prior experience in criminal prosecution. Any satisfactory combination of experience and training that demonstrates the knowledge and abilities to perform the above described duties may be accepted.

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: Considerable knowledge of criminal laws and the practices and procedures of criminal prosecution. Considerable 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 effectively supervise personnel. 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.