



COLUMBIA COUNTY, OREGON
JOB TITLE: DEPUTY DISTRICT ATTORNEY III
DATE: FEBRUARY 1, 2024

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC Exempt
DEPARTMENT:	District Attorney's Office	JOB CODE:	075
SUPERVISOR:	District Attorney	SALARY RANGE:	E08
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Represent the State of Oregon as a trial lawyer in the prosecution of criminal actions in circuit, justice and juvenile 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, mental, juvenile and child support hearings, major traffic cases, and jury trials of a more complex nature, including major felony prosecutions.

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

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

Develop, recommend, and implement policies, procedures, and office standards and practices for a more efficient department. Assist in the general management, planning, and direction of the District Attorney's Office and supervision of Deputy District Attorneys.

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

Draft motions, order, 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 the 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 health hearings.

Consult with victims regarding cases and plea offers.

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.

Review probation violation reports from probation officers and initiate probation violation filings or revocation proceedings where appropriate and represent State at all related hearings.

Discuss criminal procedures with law enforcement agents designed to improve procedures for arrests, searches, seizures, etc. Coordinate work activities with other departmental personnel.



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Review probation violation reports from probation officers and initiate probation violation filings or revocation proceedings where appropriate and represent State at all related hearings.

Provide on-call service to police agencies for advice and warrant review on nights or weekends.

Attend meetings, advise, cooperate, and work with other criminal justice and social agencies. Represent the District Attorney at these functions.

Assist Child Support 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.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Overseeing the work of Deputy District Attorneys I and II is a responsibility of this position; however, supervision of employees is not a responsibility assigned to this position. This position may nominally supervise or assist other employees in training.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the District Attorney who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Graduation from an accredited school of law. Five years' of increasingly responsible experience in the practice of law with significant prior experience in criminal prosecution. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be a member in good standing of the Oregon State Bar and admission to practice law in Oregon state courts. Should possess a valid driver's license and be insurable under the county's liability policy.

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



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Skill in business software programs and Microsoft Office products.

Ability to:

- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Analyze facts, evidence, and precedents and to arrive at logical conclusions.
- Appear effectively before a trial court.
- Interpret applicable federal, state, and local laws, rules, regulations, and policies.
- Remain calm and use good judgement during confrontational or high-pressure situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

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

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 30 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 essential functions.

General office environment. Exposure to hazards and risks which accompany exposure to adults in custody, offenders and persons undergoing trial.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***