



COLUMBIA COUNTY, OREGON
JOB TITLE: DEPUTY DISTRICT ATTORNEY I
DATE: DECEMBER 1, 2023

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC Exempt
DEPARTMENT:	District Attorney's Office	JOB CODE:	P0030
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 criminal actions in circuit and justice court proceedings and assist the District Attorney in performing all 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 and selected felony cases.

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

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.

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. Provide on-call service to police agencies for advice and warrant review on nights or weekends. Coordinate work activities with other departmental personnel.

Mentor and advise certified law students.

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.

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: Supervision of employees is not a responsibility assigned to this position.



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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. Two years' of increasingly responsible experience in the practice of law. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Prior experience in a District Attorney's Office is preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

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: Thorough knowledge of criminal laws and the practices and procedures of criminal prosecution. Thorough knowledge of courtroom and trial procedures.

Skill in business and legal software programs along with 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 part of a team.
- 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.

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



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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 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 essential functions.

General office environment. Exposure to hazards and risks which accompany exposure to adults in custody, offenders and persons undergoing trial. Must be available on-call as needed on nights and weekends.

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.***