



BAKER COUNTY

POSITION DESCRIPTION

DEPUTY DISTRICT ATTORNEY II

DEPARTMENT	DISTRICT ATTORNEY
SALARY RANGE	19
BARGAINING UNIT	NON REPRESENTED
FLSA	Exempt
REVISION DATE	2023
PRE-EMPLOYMENT BACKGROUND CHECK INCLUDES:	Job history, criminal history, driving history, personal references, education.
Signature & Date:	

INTRODUCTION

This classification represents the State of Oregon as a trial lawyer in the prosecution of criminal actions including, but not limited to, any type of misdemeanor and felony cases, excluding the crime of murder. Assists in the preparation and presentation of juvenile delinquency cases and civil commitment hearings.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include but are not limited to the following examples.)

1. Prepares and presents misdemeanor and felony cases for prosecution in the Justice Court and Circuit Court. Reviews evidence to determine if investigations are complete; selects and interviews appropriate witnesses; conducts legal research, drafts legal documents, and makes court appearances.
2. Performs intake and screening procedures; reviews evidence; determines appropriate charges and prepares pleadings.
3. Presents cases to the grand jury or at preliminary hearings.

4. Prepares search warrants or assists in search warrant drafting with police officers.
5. Advises law enforcement officials regarding legal questions and procedures including the Baker County Narcotics Team regarding investigations and narcotic related prosecutions.
6. Initiates and prosecutes court and administrative action in child support cases.
7. Initiates and prosecutes Juvenile Delinquency cases and civil commitment matters.
8. Advises and consults with Juvenile Department, Department of Human Services caseworkers, law enforcement officers, medical and school staff on matters of juvenile law.
9. Communicates with defense attorneys on matters regarding resolution of cases, discovery, and pretrial situations. Prepares witness lists and trial notes, researches legal issues and confers with citizen witnesses and police officers. Such conferences often are lengthy in nature and frequently outside normal working hours due to the schedules of law enforcement and citizens.
10. Presents evidence and argument at arraignments, release hearings, hearings on motions, trials, grand jury proceedings and mental commitment hearings.
11. Keeps informed of court decisions and legislation affecting criminal laws and other legal matters.
12. Meets with citizens, agency personnel, judges, defense counsel and law enforcement personnel regarding criminal law and procedures.
13. Participates as a member of the Baker County Brady Team, Multi-Disciplinary Child Abuse Team, and Sexual Assault Response Team.
14. This classification is the District Attorney's Office representative in the Baker County Mental Health Court.

KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THE POSITION

Knowledge of: Thorough knowledge of legal principles, procedures, terminology, civil laws, municipal government law, and courtroom and trial procedures; thorough knowledge of substantive and procedural criminal (statutory and constitutional), civil including civil forfeiture laws, child support laws, administrative regulations and case law; thorough knowledge of administrative hearings, courtroom and trial procedures including state, federal, trial and appellate courts and Oregon rules of evidence;

considerable knowledge of investigative techniques, scientific laboratory analysis techniques and procedures for case preparation.

Skill in: Courtroom procedures; ordinances, legal documents; verbal and written communication skills to present ideas, concepts, policies, and recommendations in a clear and concise manner; conflict resolution.

Ability to: Communicate effectively in oral and written forms; research and analyze facts, evidence, and precedents to arrive at logical conclusions; conduct complex legal research and set forth findings of fact and decisions in concise written form; utilize problem identification and resolution techniques; make decisions independently, and use initiative and judgement in completing tasks and responsibilities; adjust to priority changes and remain calm and use good judgement during confrontational or high pressure situations; make decisions independently; manage legal cases including preparing and presenting cases for trial in court; analyze and evaluate statements of witnesses, victims and obtain evidence; effectively negotiate cases with defense attorneys; provide advice and guidance to department attorneys and support staff.

QUALIFICATIONS

Minimum: Doctor of Jurisprudence Degree from an accredited law school. Prior Deputy District Attorney or defense attorney experience is preferred. Must have good character and pass an extensive background check.

Special Requirements: Possession of and ability to maintain a valid Oregon driver's license within 90 days of hire date.

SUPERVISORY CONTROLS OVER THIS POSITION

This classification works under the guidance of the District Attorney and Chief Deputy District Attorney. The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice. Position serves at the pleasure of the District Attorney.

GUIDELINES

Work is performed within established department policy and procedures; federal, state and county statutes, rules, and regulations; criminal codes, Rules of Professional Ethics; court procedures and rules; Oregon Court of Appeals and Supreme Court case precedents, sentencing guidelines, Oregon Bar Association reference material and accepted procedures within legal profession. Incumbent must remain current on guidelines and use experience and considerable independent judgement in interpreting and choosing appropriate guidelines.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

May frequently require evening and weekend work. Must be available on a 24-hour basis, seven days a week. Often requires interaction with violent and sociopathic individuals which may involve threats of retribution. Work is mostly sedentary and is performed in an office or courtroom setting; may require hearing voice conversations, keyboarding, lifting up to 15 pounds, sitting, standing, and walking.

Frequency required to perform the duties

Posture / Frequency	Never	Rare	Occ.	Freq.	Cont.
Sitting				X	
Standing			X		
Walking			X		
Driving			X		

Frequency in an 8 hour day

Never	Not done
Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift	Never	Rare	Occ.	Freq.	Cont.
#of Hours	0	<.5	1-2.5	2.6-5	>5
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.	X				
>75 lbs.	X				
Carry					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.	X				
>75 lbs.	X				
Push/Pull					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.	X				
>75 lbs.	X				

Body Actions	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
Bend			X		
Twist			X		
Crouch		X			
Kneel		X			
Crawl		X			
Climb Stairs		X			
Climb Ladder		X			
Reach Forward				X	
Reach Above Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Squeezing		X			
Operate Foot Control		X			
Other					
Comments					