INTRODUCTION

This classification works under the guidance of the District Attorney. As Deputy District Attorney I, this position performs professional legal work in the prosecution of criminal cases, including misdemeanors and felonies. This classification involves trial work and all other aspects of litigation of criminal cases through the District Attorney’s Office. This position also works closely with the Juvenile Department presenting juvenile delinquency cases.

EXAMPLES OF PRINCIPLE DUTIES

1. Prosecute misdemeanor and felony cases in Circuit Court. This work involves the review of cases, interviewing and selecting witnesses, interviewing victims, conducting research and writing legal memorandums and presenting cases to a jury.

2. Preparing cases for juvenile court hearings.

3. Prepare and appear at various court appearances; pre-trial motions, pleas, sentencing, restitution, arraignments and other various hearings.
4. Represent the State in support enforcement matters, asset forfeiture proceedings and other administrative matters.

5. Advise law enforcement officials regarding procedural questions, prepare legal documents including search warrants and case evaluations.

**SKILL AND ABILITY REQUIRED BY THE POSITION**

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 judgment in completing tasks and responsibilities; adjust to priority changes and remain calm and use good judgment 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. Students who have taken the Oregon State Bar Exam may also have the possibility of starting prior to bar results.

**Special Requirements:** Must possess a valid Oregon driver’s license. Must have good character and pass an extensive background check.

**SUPERVISORY CONTROLS OVER THIS POSITION**

This classification works under the guidance of the 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 judgment in interpreting and choosing appropriate guidelines.
PHYSICAL DEMANDS AND WORK ENVIRONMENT
Work is mostly sedentary and is performed in an office or courtroom setting. May require hearing and speaking voice conversations, keyboarding, lifting up to 14 pounds, sitting, standing and walking.