

WALLOWA COUNTY

Job Description

Job Title: Deputy District Attorney I or
Deputy District Attorney II
Department: District Attorney
FLSA Status: Salary – Exempt- Non-Union
Reports To: District Attorney
Approved By: District Attorney
Approved Date: July 7, 2021

SUMMARY: The Deputy District Attorney prepares and prosecutes cases in Court as training progresses; reviews evidence and advises law enforcement officers and complainants on law and criminal proceedings; interviews complainants and witnesses to obtain case information; prepares motions, orders, and other legal documents; and assists the District Attorney in preparing and prosecuting criminal cases.

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

Perform intake procedures, review incoming police reports, and file charges as appropriate. Prepare for, appear at, and represent the State at various non-trial court appearances including, but not limited to, arraignments, release hearings, restitution hearings, plea and sentencing hearings, probation revocations and modification hearings, show cause hearings, civil mental commitment and juvenile delinquent and dependency hearings.

Prepare and present cases for trial, which includes reviewing and evaluating the case, determining if the investigation is complete, interviewing and selecting appropriate witnesses, conducting legal research, preparing witnesses to present testimony, conducting direct and cross-examination and drafting legal documents. Preparing motions and responses as warranted.

Negotiate potential case resolutions with defense counsel/defendants as appropriate and in accordance with facts, law, and departmental policy. Assist in developing policies for consideration and implementation by the District Attorney. Provide training, advice and input to the District Attorney's office, staff and appropriate agencies, organizations or individuals regarding practices, procedures, strategies, etc. Attend Grand Jury pursuant to statute and prepare indictments as appropriate. Emphasize teamwork and participate in the team concept by assisting fellow staff members however possible and whenever directed to do so. Legally operate a motor vehicle for the purpose of traveling to crime scenes and required appearances as well as out of town trainings. Work during assigned hours Monday through Friday and be on-call at all times. Understand that all the duties and functions of this position are not stated here and that any professional task assigned by the District Attorney must be performed.

Serve as a member of the Coordinated Community Response Team related to Domestic Violence, Sexual Assault, Dating Violence and Stalking.

REQUIREMENTS: Doctor of Jurisprudence Degree and current membership in the Oregon State Bar. Experience as a Deputy District Attorney or significant equivalent work related experience preferred. Extensive current knowledge of Oregon Criminal law; rules of evidence; legal practices, procedures and terminology; investigative techniques and court procedures is preferred. Specific experience in criminal prosecutions, juvenile and support enforcement actions preferred. Computer literacy is a must. Valid driver's license. Must be a team player. Finalist for this position will be subject to an extensive criminal records check as well as pre-employment drug testing. There is some travel required along with some unusual and long hours.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

ABILITY TO: Communicate effectively in both oral and written forms; plan and organize work assignments; courteously meet and deal with the public, employees, and other agency representatives.

EDUCATION and/or EXPERIENCE:

Any satisfactory combination of experience and training that demonstrates possession of the required knowledge and skills is qualifying. Must be a current member of the Oregon State Bar in good standing.

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.

Noise level mild to moderate.

I have read and understand the above job description.

Employee Signature

Date: