

# BENTON COUNTY POSITION DESCRIPTION

<b>CLASSIFICATION</b>		<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>FLSA STATUS</b>
Deputy District Attorney 1		C	4	5	Exempt
<b>POSITION TITLE:</b>	Deputy District Attorney 1		<b>POSITION#:</b>		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		<b>Date:</b>	1-31-2025		
<b>SERVICE TYPE:</b>			NON-REP PROFESSIONAL		
<b>Employee Name:</b>		<b>Department:</b>	District Attorney	<b>Supervisor:</b>	Amie Matusko
<b>FTE:</b>	100%	<b>Employment Status:</b>	Regular Full Time		

## Position Summary:

Represents the State of Oregon in criminal cases and juvenile delinquency matters. Provides legal assistance to law enforcement in criminal investigations. Serves as on call deputy district attorney to field after hours calls for one week periods every three months.

## Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<b>MFA: Criminal Prosecution</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>Manage and execute all phases and stages of misdemeanor and violation prosecution in adult and juvenile cases. Stages of misdemeanor and violation prosecution include arraignment, pre-trial conferences, motions, trials, sentencing, probation violation hearings, and all associated hearings and court appearances.</li> <li>Appear for and execute procedural court appearances (e.g. arraignments, pre-trial conferences, grand jury proceedings, preliminary hearings, treatment court appearances) in both misdemeanor and felony cases.</li> <li>Ensure the rights of victims/survivors are upheld.</li> <li>Screen law enforcement reports (including media), and exercise sound prosecutorial discretion in making charging decisions and drafting charging documents.</li> <li>Research and write motions and supporting memoranda involving every aspect of criminal and civil litigation within the scope of the District Attorney's responsibilities.</li> <li>Attend and engage in prosecution related meetings and assigned Continuing Legal Education programs.</li> </ul>	75%
2	<b>MFA: Law Enforcement Support</b> <b>Essential Duties:</b>	15%

	<ul style="list-style-type: none"> <li>• Provide search warrant review and guidance to law enforcement.</li> <li>• Performs 24-hour on-call duties for one-week intervals in rotation with other prosecutors.</li> </ul>	
3	<b>MFA: Lead Work</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>• Acts as a lead worker to assign work to designated support staff.</li> </ul>	10%
<b>Percentages should total 100%</b>		<b>100%</b>

Minimum Qualifications:

<ul style="list-style-type: none"> <li>• Juris Doctorate degree from an accredited school of law and an active member in good standing of the Oregon State Bar.</li> <li>• Active member in good standing of the Oregon State Bar by time of hire, or within 6 months for transfer from other states or if waiting on bar exam results; or</li> <li>• Ability to qualify for and complete the Oregon State Bar Supervised Practice Portfolio Examination in a timely manner, upon being hired.</li> </ul>
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Special Requirements:

<ul style="list-style-type: none"> <li>• Must have or obtain a valid ODL within the first 30 days of hire (travel required). Must maintain a good driving record, and the use of a personal vehicle.</li> <li>• Benton County residence is not required, however, due to the nature of the work, must live within a commute of no more than 60 minutes from the Benton County Courthouse (a reasonable transition period is permitted with the District Attorney's approval).</li> <li>• Requires successful completion of a criminal background investigation.</li> <li>• Requires ongoing compliance with all Federal, State and Local statutes.</li> <li>• Experience and competency with computers, smartphones, and computer programs (e.g. Microsoft Outlook, Word, Excel, PowerPoint).</li> <li>• Knowledge and ability to use, or quickly learn to use, DA case management systems, and State Court case management systems.</li> </ul>
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**NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_