

# BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND		GRADE	SUBGRADE	FLSA STATUS
Deputy District Attorney 2		C		4	Prem A	Exempt
POSITION TITLE:	Deputy District Attorney 2			POSITION#:		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:	7-5-18			
SERVICE TYPE:			NON-REP PROFESSIONAL			
Employee Name:			Department:	District Attorney	Supervisor:	
FTE:	100%		Employment Status:	Regular Full Time		

## Position Summary:

Represents the State of Oregon in the following cases and matters: criminal, civil commitments, juvenile delinquencies, juvenile dependencies, civil forfeitures, death investigations, public records appeals, and providing legal assistance to law enforcement in criminal investigations. While office business hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m., the demands of this position require considerable work outside of business hours to manage complex and increasing caseloads (e.g. the majority of trial preparation takes place outside of business hours).

## 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 felony, misdemeanor and violation prosecution in adult and juvenile cases.</li> <li>• Manage and execute civil commitments, civil forfeitures, support enforcement, and juvenile dependency matters.</li> <li>• Ensure the rights of crime victims/survivors are upheld.</li> <li>• Review death investigations for potential criminal charges.</li> <li>• Appear for and execute procedural court appearances (e.g. arraignments, pre-trial conferences, grand jury proceedings, preliminary hearings, treatment court appearances, contested probation violations and expunction hearings)</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>	65%

2	<b>MFA: Law Enforcement Support</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>• Provide legal assistance to law enforcement in criminal investigations.</li> <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>	15%
3	<b>MFA: Interagency/Community Engagement</b> <b>Essential Duties:</b> <ul style="list-style-type: none"> <li>• Manage and serve as chair for multi-disciplinary teams.</li> <li>• Represent the District Attorney in treatment court staffing meetings.</li> <li>• Ensure the rights of crime victims/survivors are upheld.</li> <li>• Conduct legal training programs for law enforcement agencies and prosecutors where applicable.</li> <li>• Represent the District Attorney in community forums as assigned.</li> <li>• Proactively promote collaborative professional relationships with stakeholders.</li> <li>• May be assigned as point of contact for non-criminal death investigations. Engage with state and local Medical Examiners, next of kin, funeral homes and law enforcement.</li> <li>• Provide prompt response to public records requests and appeals.</li> </ul>	10%
4	<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> <li>• May supervise law school interns certified to appear in court by the Oregon Supreme Court.</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>• A minimum of three (3) years of relevant legal experience, and one (1) year of felony criminal litigation experience, or equivalent relevant experience in complex litigation.</li> <li>• Strong knowledge of criminal law and the practices and procedures of criminal prosecution, as well as knowledge of the Oregon Criminal Code, Oregon Sentencing Guidelines, courtroom, trial procedure, trial tactics, and Oregon and Federal civil procedure.</li> <li>• Experience and competency using Outlook, Word, DA case management systems (e.g. PbK), e-Court, ODYSSEY (or equivalent), PowerPoint, and courtroom computer presentations (e.g. PowerPoint, ELMO).</li> <li>• Demonstrated competency in all aspects of the duties and responsibilities assigned to a Deputy District Attorney 1.</li> <li>• Demonstrated ability to supervise law school interns.</li> </ul>
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**Special Requirements:**

- 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.
- 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).
- Requires successful completion of a criminal background investigation.
- Requires ongoing compliance with all Federal, State and Local statutes.

**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: \_\_\_\_\_