

**BENTON COUNTY POSITION DESCRIPTION**

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

**Position Summary:**

Represent the State of Oregon in the following cases and matters: criminal, civil commitments, juvenile delinquencies, civil forfeitures, death investigations, public records requests and appeals, post conviction relief, expungements. Provide legal assistance to law enforcement in criminal investigations, and other matters as assigned. Serve as on call deputy district attorney, approximately every 12 weeks, to field after hours calls for one week period. While regular office business hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m., the position will require work outside of business hours when serving as the on call attorney, in preparation for or during trial, or when participating in the investigation of complex cases.

**Essential Duties:**

<b>No.</b>	<b>Major Functional Area (MFA)</b>	<b>% of Time</b>
1	<p><b>MFA: Criminal Prosecution</b>  <b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>• Manage and execute all phases and stages of felony, misdemeanor and juvenile delinquency cases.</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>• Review death investigations for potential criminal charges.</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>	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:**

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| <ul style="list-style-type: none"> <li>• Juris Doctorate degree from an accredited school of law.</li> <li>• Active member in good standing of the Oregon State Bar.</li> <li>• A minimum of three (3) years of relevant legal experience, one (1) year of which includes substantial experience in prosecution of felony criminal litigation, 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 practices, trial procedure, and trial tactics.</li> </ul> |
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**Special Requirements:**

- 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. Power Point).
- Demonstrated competency in all aspects of the duties and responsibilities assigned to a Deputy District Attorney 1.
- 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 residency is not required, but residence must be 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).
- Demonstrated skill in interpersonal communication, building professional relationships, and promoting synergy through a healthy work dynamic.
- 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: \_\_\_\_\_