

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Legal		C	4	1	Exempt
POSITION TITLE:	Certified Law Student		POSITION#:		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)		Date:	3-26-2026		
SERVICE TYPE:			NON-REP PROFESSIONAL		
Employee Name:		Department:	District Attorney	Supervisor:	Amie Matusko
FTE:	100%	Employment Status:	Regular Full Time		

Position Summary:

Under the supervision of the Elected Benton County District Attorney, or a DDA as assigned by said Elected DA, 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. Regular office business hours are Monday through Friday, from 8:00 a.m. to 5:00 p.m..

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Criminal Prosecution Essential Duties: <ul style="list-style-type: none"> • Manage and execute all phases and stages of misdemeanor and violation prosecution in adult and juvenile cases. • Once sufficient experience is gained, manage all phases and stages of felony cases. • 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. • Review death investigations for potential criminal charges. • Ensure the rights of victims/survivors are upheld. • Screen law enforcement reports (including media), and exercise sound prosecutorial discretion in making charging decisions and drafting charging documents. 	80%
2	MFA: Criminal Prosecution Support Essential Duties: <ul style="list-style-type: none"> • Research and write motions and supporting memoranda involving every aspect of criminal and civil litigation within the scope of the District Attorney's responsibilities. 	20%

	<ul style="list-style-type: none"> Attend and engage in prosecution related meetings and assigned Continuing Legal Education programs. 	
	Other Duties As Assigned	
Percentages should total 100%		100%

Minimum Qualifications:

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| <ul style="list-style-type: none"> Juris Doctorate degree from an accredited school of law. Be presently a Certified Law Students under Oregon Supreme Court Rule 13.20(1), and eligible to appear in court and engage in other legal activities for one year following graduation from an accredited law school. |
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Special Requirements:

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| <ul style="list-style-type: none"> 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 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. Experience and competency with computers, smartphones, and computer programs (e.g. Microsoft Outlook, Word, Excel, PowerPoint). Knowledge and ability to use, or quickly learn to use, DA case management systems, and State Court case management systems. |
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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: _____