BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Deputy District Attorney 1	C	4	5	Exempt

POSITION TITLE:	Deputy District Attorney 1	POSITION#:	
☐New ☒Revised (Check one)	Date:	1-31-2025	
SERVICE TYPE:	NON-REP PROFESSIONAL		

Employee Name:		Department:	District Attorney	Supervisor:	Amie Matusko
FTE:	100%	Employment Status:	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:

No.	Major Functional Area (MFA)	% of Time
1	**MFA**: Criminal Prosecution **Essential Duties**: • 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. • Research and write motions and supporting memoranda involving every aspect of criminal and civil litigation within the scope of the District Attorney's responsibilities. • Attend and engage in prosecution related meetings and assigned Continuing Legal Education programs.	75%

2	MFA: Law Enforcement Support Essential Duties: • Provide search warrant review and guidance to law enforcement. • Performs 24-hour on-call duties for one-week intervals in rotation with other prosecutors.	15%
3	MFA: Lead Work Essential Duties: • Acts as a lead worker to assign work to designated support staff.	10%
Percentages should total 100%		100%

Minimum Qualifications:

- Juris Doctorate degree from an accredited school of law.
- Active member in good standing of the Oregon State Bar by time of hire, or within 6 months of hire date if licensed in another state and seeking reciprocity.

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 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.

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:_____