

LINN COUNTY CLASSIFICATION

TITLE: DEPUTY DISTRICT ATTORNEY 3

NUMBER: 647

APPROVAL ORDER NUMBER: 2019-046

PAY RANGE: 27

DATE: FEBURARY 19, 2019

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Prosecutes criminal cases in Linn County. Incumbents may be assigned to a specific function of the District Attorney's office; i.e., appearances before the Circuit and Juvenile Courts on a rotational basis as major responsibility and serve in other areas as assigned.

SUPERVISION RECEIVED: Works under the direction of the District Attorney and Senior Deputy District Attorneys who provide consultation on unusual or difficult cases, department policy and interpretation of such policy and review of work for conformance to accepted legal practices and standards and office policy.

SUPERVISION EXERCISED: Supervision of other specific personnel is not a responsibility of positions in this case. However, supervisory authority is exercised as to persons who participate in the preparation or court presentation of an assigned case or an assigned office function.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Examine incoming investigation reports and determine if further investigation is needed and make request, whether or not which charges, if any, will be filed and against whom on behalf of the District Attorney.
2. Determine whether or not to, and if so, direct preparation of affidavits, search or arrest warrants, legal memorandums, motions, proposed court orders and other related legal documents for filing in Court.
3. Appear as scheduled in Circuit Court, for arraignments, release hearings, plea proceedings, sentencing, or other hearings prepared to advocate or respond to opponent.
4. Determine to move and prepare motion or respond to motion by defense, study reports, subpoena and interview witnesses, appear in Court, present evidence, make argument.
5. Negotiate potential case resolutions with defense counsel/defendants as appropriate, in accordance with facts, law and office policy.
6. As assigned, prepare documents for Grand Jury hearing, conduct each hearing, interview witnesses, advise Grand Jury on law, complete indictments, warrants, other documents as required.

7. As assigned, prepare and present trial case in Circuit Court, include studying reports and law, review of prior proceedings, selection, subpoena and interview of witnesses, direct preparation of jury instructions and verdicts, present evidence and arguments, await verdict and response with appropriate court order.
8. As assigned to Juvenile Court, examine reports, direct preparation of petition, if determined appropriate, for hearing, study reports, present case as in criminal trials (7 above) or negotiate resolution of matter, advise Juvenile Department and police.
9. Conduct legal research necessary to provide guidance and responses to questions from local law enforcement agency personnel; keep abreast of court decisions and legislation affecting or altering state criminal procedures.
10. Assist in developing policies, revising procedures, determining availability of attorney to appear for motion hearings, arraignments, release of defendants and related legal and procedural matters.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of criminal law and the practices procedure of criminal prosecution; considerable knowledge of courtroom and trial procedures; ability to analyze facts, evidence and precedents and to arrive at logical conclusions; ability to set forth findings of fact and decisions in concise written form. Superior communication skills. Ability to appear effectively before a trial court. Ability to work with a high degree of independence. Ability to keep information confidential.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited school of law; a minimum of two years of experience at the level of Deputy District Attorney 2, and demonstrated competency in the prosecution of difficult and complicated criminal cases. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered. Member of the Oregon Bar at the time of appointment.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. No criminal convictions. Must be willing to live in Linn County and have a phone. Must conduct himself or herself with complete personal integrity and the highest professional ethics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds. The work requires the ability to drive a vehicle; walk into remote and rugged locations in the field; observe and analyze extremely graphic and disturbing crime scenes and evidence and work with and respond appropriately to highly agitated and threatening people.