

# LINN COUNTY CLASSIFICATION

**TITLE: SENIOR DEPUTY DISTRICT ATTORNEY**

**NUMBER: 649**

**APPROVAL ORDER NUMBER: 2019-047**

**PAY RANGE: 29**

**DATE: FEBRUARY 19, 2019**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as one of the Senior Deputies to the District Attorney; assists in the administration of office; prosecutes criminal offenses from submission of reports by police to final resolution; coordinates case assignments; advises and assists Deputy District Attorneys.

SUPERVISION RECEIVED: Works under the general supervision of the District Attorney.

SUPERVISION EXERCISED: Exercises supervision over Deputy District Attorneys, secretarial staff and Victim Assistance staff; assists in training new deputies; assumes additional duties in the absence of the District Attorney.

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. Determine whether or not to direct preparation of affidavits, search or arrest warrants, legal memorandums, motions, proposed court orders and other related legal documents for filing in Court.
2. As assigned, prepare and present trial case in Circuit Court which includes 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. Appear as scheduled in Circuit Court, for arraignments, release hearings, plea proceedings, sentencing, or other hearings prepared to advocate or respond to opponent.
3. 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. Negotiate potential case resolutions with defense counsel/defendants as appropriate in accordance with facts, law and office policy.
4. As assigned to Juvenile Court, examine reports, direct preparation of petition if determined appropriate for hearing, study reports, present case as in criminal trials or negotiate resolution of matter, advise Juvenile Department and police.
5. As assigned, prepare documents for Grand Jury hearing, conduct each hearing, interview witnesses, advice Grand Jury on law, complete indictments, warrants and other documents as required.

6. 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.
7. 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.
8. Assume supervisory and administrative duties of District Attorney in his absence including final decisions regarding charging and disposing of criminal charges, extradition, payment of employees and expenses and related matters, except hiring and firing of deputies. Meet on scheduled and unscheduled basis with staff personnel to discuss, offer advice or give direction on office policies and procedures, as well as, special factual and legal issues in pending cases. Advise citizens and instruct police officers regarding criminal law and procedure.
9. Review Grand Jury, Circuit Court calendars and cases scheduled; assign deputies to trial and other appearances; advise court personnel on scheduling and disposition of cases. Devise and implement forms and procedures to improve and expedite routine tasks of lawyers, legal assistants and police officers (sometime).
10. Develop and maintain effective and harmonious work relationships with others.
11. 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:** Thorough knowledge of criminal law and the practices and procedures of criminal prosecution; thorough knowledge of courtroom and trial procedures; exhibit ability to proactively litigate criminal cases and seize initiative in litigation with the ability to appear effectively before a trial court or administrative body.

Ability to analyze facts, evidence and precedents to arrive at logical conclusions; ability to problem solve; solving problems rather than merely identifying them and then proactively taking full responsibility for assignments given and fulfilling assignments with exactness. Provide thoughtful advice and have the ability to consider and anticipate many of the ripple effects of decisions that are made. Ability to keep information confidential.

Excellent communication skills with the ability to strategically choose to communicate delicately, forcefully, candidly, and/or discreetly as circumstances may dictate. These skills will be used to conduct performance reviews, interact with judges, community leaders, employees and customers. Ability to supervise and provide advice and guidance to staff attorneys. Good teaching skills with the ability to teach and train others (e.g. law enforcement partners, fellow employees).

Excellent teamwork skills with the ability to discuss and debate ideas within a management team and be a champion of the team's final decision. Ability to advocate for ideas. Is not afraid to disagree, debate and wrestle with ideas in a group setting so that the team can reach good decisions. Strong networking skills. Must exhibit the ability to build strong working relationships and a positive "can do" attitude for a positive office environment.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited school of law plus five years of experience at the level of Deputy District Attorney 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 State 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. Must conduct himself or herself with complete personal integrity with 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.