



JEFFERSON COUNTY, (OR)
invites applications for the position of:

Deputy District Attorney II

SALARY: \$80,025.83 - \$101,012.06 Annually

DEPARTMENT: District Attorney

OPENING DATE: 05/06/22

DESCRIPTION:

Up to \$3000.00 Hiring Bonus! and Up to \$2000.00 Relocation Expenses!

Jefferson County is seeking a Deputy District Attorney II*

***This position is open until filled. First review of applications will be [.....fill in date]**

The Deputy District Attorney II reviews, prepares and tries criminal cases in Jefferson County; presents juvenile delinquency in juvenile court; provides related legal advice to law enforcement agencies and the juvenile department; performs legal research and writing and other functions as required. Primary caseload responsibility involves felony and misdemeanor level crimes. This position works under the direction of the District Attorney and Chief Deputy. A high degree of professional competence and personal integrity is expected in this position, which represents the elected District Attorney. It is critically important that the Deputy District Attorney II be able to act as independently as possible on a daily basis due to the high volume of cases processed by the office. Advise and assist Deputy District Attorney I. Supervisory authority is exercised over staff who participate in document preparation or court presentation.

Benefits of working for Jefferson County!

- 3% pay increase in July 2022
- Affordable medical/vision/dental insurance at \$118/month for family coverage
- Paid vacation and sick leave that starts accruing your first month
- PERS retirement plan (employee/employer contribution rates vary)
- 9 paid holidays
- Work in beautiful central Oregon
- The County is a qualifying employer for Public Service Loan Forgiveness (PSLF) Program

ESSENTIAL DUTIES:

- Examine investigation reports and determine if further investigation is needed; file charges as appropriate.
- Prepare or assist in preparation of affidavits, search warrants, arrest warrants, legal memoranda, motions, court orders, and other legal documents filed in court; researches legal issues when needed.
- Appear as scheduled in circuit court for arraignments, release hearings, motion hearings, plea proceedings, and sentencing, and trials to present the state's case and argument before a judge or jury.
- Meet with and interview victims and other witnesses; identify necessary witnesses for hearings or trial and direct the preparation of subpoenas and other notices of court events.
- Discuss appropriate placements or sanctions for youth offenders or wards of the Court with Juvenile Department.

- Cover cases for other attorneys, review case file, staff with attorney responsible for cases if unavailable, discuss case with Victims Assistance, victim, arresting officer, probation officer.
- Try cases as assigned, to include but not limited to: felony, misdemeanor, juvenile delinquency, dependency, forfeiture and civil commitment cases. Direct additional investigation, meet with witnesses for preparation of case presentation, request follow-up with agencies, prepare for trials, contested hearings, and sentencing, study reports and the law, review prior case proceedings, conduct jury selection, prepare jury instructions and verdict forms, present evidence and argument.
- Negotiate case resolution with defense as appropriate, and in accordance with the facts of the case, the law and office policy.
- As assigned, prepare cases for presentation to the grand jury, interview witnesses, advise grand jury on law, complete indictments, warrants, and other documents pertaining to the grand jury as required.
- As assigned, prepare and present cases at trial in circuit court which includes subpoena and interview of witnesses, and preparation of jury instructions and verdict forms, presentation of evidence and argument.
- Available to consult and advise police on an on-call basis pertaining to investigations and related legal questions.
- Perform related work as required for all duties outlined above and any other duties as assigned.
- Regular attendance is an essential function of the position and office.
- Required to become a county resident within 12 months of employment and maintain residency as a condition of employment.
- On-call availability 24 hours a day/7 days a week as back up or assistance to District Attorney and Chief District Attorney.

QUALIFICATIONS:

Knowledge and Skills

Knowledgeable in substantive and procedural criminal law; skilled in legal research and writing and use of computer, i.e.: Karpel, LexisNexis, Oregon Revised Statutes and Case Law, Word.

Abilities

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 forms; ability to prioritize workload and assignments; ability to deal effectively with the public, witnesses, victims and law enforcement personnel. Ability to give formal presentations to the general public, instruct people in small groups or a 1-on-1 basis, convey technical concepts to others and work as a team.

Physical Abilities

Able to sit at a desk, work at a computer screen and use rapid finger, hand and arm movement for extended periods of time. Ability to stand and move about Courtroom for extended periods of time. Ability to speak effectively and clearly.

Education and Experience

Bachelor's Degree and Law Degree from an accredited law school with a minimum of 2 years of prosecution or criminal litigation experience.

Licenses and Certificates

Member of the Oregon Bar at the time of appointment and must maintain good standing with the Oregon State Bar through the term of employment. Must have a valid Oregon Driver's License with an acceptable driving record.

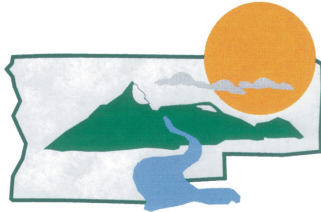
Working Conditions

Work is performed in an office or courtroom environment.

Probationary Requirement

This position is based on the successful completion of a 12-month probationary period.

SUPPLEMENTAL INFORMATION:



Come join our team in beautiful central Oregon!

Jefferson County is an Equal Opportunity Employer

All qualified candidates are strongly encouraged to apply.

If you are a Veteran and wish to request **Veterans' preference credit**, please click HERE to complete the Veterans' preference form and upload with the required documentation as part of your application.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.jeffco.net/hr>

Position #2022-SB23
DEPUTY DISTRICT ATTORNEY II
SB

66 SE D Street
Suite E
Madras, OR 97741
541-325-5002

hr@co.jefferson.or.us

Deputy District Attorney II Supplemental Questionnaire

- * 1. Do you have a Doctorate of Jurisprudence from an accredited School of Law?
 Yes No
- * 2. Are you a member in good standing with the Oregon State Bar Association?
 Yes No
- * 3. How many years of general legal experience do you have?
 Less than 2 years
 2 - 5 years
 6 - 10 years
 More than 10 years
- * 4. Do you have experience in an Oregon DA's office? Please provide yes/no, length of experience and briefly describe.

* 5. Why are you applying to this position in the Jefferson County DA's Office?

* Required Question