



MALHEUR COUNTY
invites applications for the position of:
DEPUTY DISTRICT
ATTORNEY

SALARY: \$5,364.67 Monthly

OPENING DATE: 03/03/20

CLOSING DATE: Continuous

DESCRIPTION:

Class Title: Deputy District Attorney
FLSA Status: Exempt
Pay Range: 16

Department: District Attorney's Office
WC Code: 8820
Union: Non-Union

GENERAL STATEMENT OF DUTIES

This recruitment will remain open until filled.

Performs professional legal work in the investigation, preparation and presentation of cases prosecuted by the District Attorney; provides legal advice to law enforcement, juvenile justice and social service agencies. EOE, Veterans Preference.

SUPERVISION RECEIVED

Works under the direction of the District Attorney.

ESSENTIAL FUNCTIONS:

(The following description of duties is not all inclusive and other duties may be assigned at the discretion of management)

- Prepares and presents primarily criminal misdemeanor cases for prosecution in Justice and Circuit Courts.
- Reviews evidence to determine that all investigations are complete; selects and interviews appropriate witnesses; conducts legal research, drafts legal documents and makes court appearances.
- Performs intake and screenings procedures; reviews evidence; determines appropriate charges and prepares pleadings.
- Reviews search warrants as requested by police officers.
- Prepares and presents felony cases to grand jury and prosecutes those cases to the Circuit Court as needed.
- Advises law enforcement officials regarding legal questions and procedures.
- Initiates and prosecutes court and administrative action in child support matters.
- Initiates and prosecutes Juvenile Cases.
- Collaborates with community partners and state agencies to ensure appropriate services are provided to individuals involved in the criminal justice system.
- Oversee case maintenance and legal paperwork of legal support staff.
- Represents the District Attorney before the Court, public and other agencies.
- Courteously meet and deal effectively with other employees, department heads, outside agency personnel and the public.

- Regular physical attendance at the employer's facility is required.

QUALIFICATIONS:

Member in good standing of the Oregon State Bar, or awaiting recent Bar results. Must Pass a background check.

PREFERRED KNOWLEDGE AND SKILLS

Past government experience
Experience working with the public
Law school emphasis on criminal law
Courtroom experience

VETERANS PREFERENCE

Link for Veterans Preference Form:

<http://www.malheurco.org/wp-content/uploads/2016/06/Veterans-Preference.pdf>

If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference

BACKGROUND CHECKS

In order to be considered for this position, final applicants will be going through background checks which may include: criminal, DMV, pre-employment drug test, psychological testing, reference, certification and education checks.

KNOWLEDGE, SKILLS & ABILITIES:

KNOWLEDGE, SKILL AND ABILITIES REQUIRED OF THIS POSITION

Thorough knowledge of: Oregon criminal and civil laws; rules of evidence and regulations; legal practices, procedures and terminology; investigation techniques and court procedures.

Reasonable knowledge of: modern personnel practices and procedures.

Skill in: courtroom presentations; verbal debate and argument; reading comprehension; analysis and application of legal principles.

Ability to: communicate effectively both orally and in writing; deal tactfully with the public, criminal justice and court officers; use initiative and judgment; work with independence; deal effectively with superiors, peers, subordinates, private attorneys and law enforcement officials; comprehend and follow complex instructions; learn, interpret and implement legal procedural rules and requirements; prepare legal documents; organize legal tasks and analyze facts;

GUIDELINES

Work is performed under Federal, State, County and department laws, administration rules, directives, regulations, policies and procedures. This employee uses considerable judgment, initiative and experience to follow and apply all laws, rules and policies.

PHYSICAL DEMAND AND WORK ENVIRONMENT

Work is performed in an office environment and is generally sedentary. However, some bending, climbing, kneeling, and lifting up to 35 pounds, carrying, reaching, pushing, standing and walking up and down stairs may be required. A reasonable amount of driving is required.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.malheurco.org>

Position #DA-DDA-2020-1
DEPUTY DISTRICT ATTORNEY
SS

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