



TILLAMOOK COUNTY
invites applications for the position of:

Deputy District Attorney 1

SALARY: \$28.92 - \$39.60 Hourly
\$5,013.00 - \$6,864.00 Monthly
\$60,156.00 - \$82,368.00 Annually

OPENING DATE: 01/24/19

CLOSING DATE: 02/03/19 11:59 PM

JOB DETAILS:

Department: District Attorney
Union Affiliation: Non
Work Schedule: Monday – Friday 8 am – 5 pm, some after hours and weekends
Total Hours Per Week: 40

Starting Salary Range: \$5,013 – 6,864 / month

INTRODUCTION

The classifications within this Deputy District Attorney series perform professional legal work in the preparation, trial, and argument of cases prosecuted through the District Attorney's office. These classifications prepare legal documents, provide legal advice to law enforcement officials, and direct the work of support staff. Incumbents in this position serve at the pleasure of the District Attorney, who certifies each Deputy as a sworn officer of the Department.

The Deputy District Attorney 1 is entry level into the series. This classification typically prosecutes routine misdemeanor cases (DUII, domestic violence, etc.), and may also prosecute simpler felony cases that are directly related to misdemeanors already in the incumbent's caseload.

DISTINGUISHING FEATURES OF THE LEVEL

This classification is distinguished by the routine nature of the misdemeanor cases it prosecutes, and by the close level of supervision required by the position.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

Prepare and present cases for trial in circuit and justice courts. Review of case, determine all investigation is complete; interview and select appropriate witnesses; interview victims; research and respond to legal arguments; conduct legal research; prepare witnesses to present testimony; select trial jurors; present case to Court conducting direct and cross examination; draft legal documents; counsel with defense attorneys.

Perform intake procedures; review incoming police or crime reports, determine if crime occurred to warrant prosecution and adequate evidence is available, draft appropriate legal documents, file formal charges.

Prepare and appear at various non-trial court appearances; pre-trial motions, pleas, sentencing, restitution, various hearings, arraignment. Provide assistance to the Juvenile Department in the prosecution of misdemeanors committed by juveniles.

Advise law enforcement officials regarding procedural questions; prepare legal documents; i.e., search warrants, arrest warrants; request, direct and/or participate in case investigation and evidence evaluation. May present cases to the Grand Jury as directed.

Oversee case maintenance and legal paperwork of legal support staff.

Review state and federal case law and legislative and administrative changes.

Participate in or attend meetings of interagency special police crime teams, victim and witness service programs, etc. attend various community events to promote District Attorney's Office.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of legal principles, procedures, terminology, forms and legal analysis. Thorough knowledge of substantive and procedural criminal (statutory and constitutional) law, child support laws, administrative regulations and case law.

Thorough knowledge of administrative hearings, courtroom and trial procedures including state trial and appellate courts and Oregon rules of evidence.

Considerable knowledge of investigative techniques, scientific laboratory analysis techniques and procedures for case preparation.

Skill in forceful courtroom case presentation; analyzing facts, evidence, cases, statutes, and precedents to arrive at logical conclusions; proper technique in handling exhibits and documents; writing clear and concise reports, records, legal documents and statistical data.

Ability to communicate effectively and persuasively in oral and written forms.

Ability to manage legal cases including preparing and presenting cases for trial in court; analyze and evaluate statements of witnesses, victims and obtain evidence.

Ability to effectively negotiate cases with defense attorneys.

Ability to make decisions independently in accordance with established policy and procedures, establish or monitor new policy, and use initiative and judgment in completing tasks and responsibility; work independently.

Ability to use judgment during stressful situations and use time efficiently; remain calm and use good judgment during confrontational or high-pressure situations; courteously meet and deal effectively with other employees, clients, victims, witnesses, media, professionals, state agencies, law enforcement officials, attorneys, courts and the public.

QUALIFICATIONS

Doctor of Jurisprudence Degree. At time of appointment, must be a member of the Oregon Bar Association. At time of appointment, must possess a valid Oregon driver's license and maintain an acceptable driving record.

SPECIAL REQUIREMENTS OF THE POSITION

Incumbents must be sworn deputies of the District Attorney. Within 30 days of hire must live within Tillamook County.

SUPERVISORY CONTROLS OVER THIS POSITION

This position works under the general supervision of the District Attorney, with close supervision and consultation provided by higher-classified attorneys. Incumbents are responsible for case development and completion. Work is reviewed for conformance to law and policy.

GUIDELINES

Work is performed within established department policy and procedures; federal, state, and county statutes, rules and regulations; criminal codes, Rules of Professional Ethics; Court procedures and rules; Oregon Court of Appeals and Supreme Court case precedents, sentencing guidelines, Oregon Bar Association reference material and accepted procedures

within the legal profession. Incumbent must remain current and use experience and considerable independent judgment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is mostly sedentary and is performed in an office or courtroom setting; requires hearing voice conversations and keyboarding.

SELECTION PROCESS

Following the closing date of this Recruitment, you will hear from us by email. If you are selected as a candidate for an interview, we will contact you to arrange a date and time. We want to ensure that we hire the best possible staff for our County Team because we believe that the right people are our most valuable asset!

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.tillamook.or.us>

Position #1819-00034
DEPUTY DISTRICT ATTORNEY 1
HR

201 Laurel Avenue
Tillamook, OR 97141

recruiter@co.tillamook.or.us

Deputy District Attorney 1 Supplemental Questionnaire

- * 1. Are you a member of the Oregon State Bar and in good standing?
 - Yes
 - No
- * 2. What colleges did you attend?
- * 3. What field is your Bachelor's degree?
- * 4. What other post graduate degrees do you possess?
- * 5. Please select the level of proficiency that best identifies your expertise in Microsoft Word.
 - None
 - Beginner
 - Intermediate
 - Advanced
- * 6. Please select the level of proficiency that best identifies your expertise in Microsoft Outlook.
 - None
 - Beginner
 - Intermediate
 - Advanced
- * 7. Are you able to work weekends and evenings as needed?
 - Yes
 - No
- * Required Question