



THE LANE COUNTY DISTRICT ATTORNEY
Invites applications for the position of:

Deputy District Attorney 1

SALARY: **\$36.62-\$51.18 Hourly**
 \$76,170-\$106,454 Yearly

Opening Date: August 22, 2023

CLASS SUMMARY: To perform professional legal work and support services in the Office of the District Attorney. The Deputy District Attorney 1 serves at the will of the District Attorney. Incumbents of the position are responsible for performing a full range of duties.

CLASS CHARACTERISTICS: This is the entry/developmental level class in the Deputy District Attorney series. The Deputy District Attorney is a career series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level evaluate cases and determine what actions to pursue, including negotiating pleas, trying misdemeanor cases and presenting sentencing recommendations. Employees at this level receive supervision and instruction while learning job tasks, but as experience is gained the degree of supervision lessens. Employees at this level are not expected to perform with the same independence of direction and judgment as those positions allocated to the 2 level.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the District Attorney, Chief Deputy District Attorney, or lead attorney. Directs support staff in work processes.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Determines if criminal charges should be filed; examines and analyzes police reports and evidence; reviews legal issues and parameters; requests further investigation when necessary.
2. Prepares formal charges; conducts preliminary court appearances for arraignments, bail setting and bargained pleas; negotiates resolution of cases with defense attorneys.
3. Prepares trial strategy to prosecute criminal cases; reviews evidence for completeness and accuracy; analyzes admissibility and determines presentation of witnesses and evidence; litigates pre-trial motions; interviews and prepares witnesses for testifying; prepares legal briefs and oral arguments.
4. Litigates criminal cases; contacts, subpoenas and schedules witnesses for court appearances; examines prospective trial jurors to select an impartial jury; examines and cross-examines witnesses; presents opening statements and closing arguments.
5. Formulates and recommends appropriate sentences based on criminal conviction; evaluates pre-sentence investigation reports; discusses sentencing possibilities with victims and law enforcement personnel; presents evidence and witnesses to support sentencing recommendations.
6. Researches and drafts legal opinions and memoranda.
7. Performs other duties as assigned.

Knowledge of (position requirements at entry):

- Principles and practices of criminal law and procedure.
- Applicable laws, ordinances, and departmental policies and procedures.
- Principles and practices of investigation.
- Principles and practices of negotiation and conflict resolution.
- Judicial procedure and rules of evidence.
- Legal research procedures and methods.
- Modern office procedures, methods and computer equipment.

Demonstrated Skills in (position requirements at entry):

- Organizing, interpreting and applying complex legal principles.
- Analyzing and understanding applicable factual matters.
- Properly interpreting, evaluating and making decisions in accordance with the law.
- Conducting research on complex legal problems.
- Analyzing facts, evidence and precedents.
- Writing complex legal papers and reports, setting forth findings of facts and decisions in concise written form.
- Presenting cases in the courtroom skillfully. Withstanding intense pressures of a trial practice.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Working effectively with co-workers, and others from diverse backgrounds.
- Communicating clearly and concisely, both orally and in writing.
- Using computers and applicable computer application software.

Training and Experience (positions in this class typically require):

A Juris Doctorate from an accredited law school. One year of legal experience as a prosecuting attorney working in a court of general jurisdiction preferred. Must possess good scholastic record. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- Member of the Oregon State Bar at time of appointment.
- Possession of a valid Oregon Driver's License.

Classification History:

Revisions in classification specifications are per Fox Lawson conversion approved August 19, 2009 by Board Order 09-8-19-2.

FLSA Status: Exempt

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the District Attorney, Chief Deputy District Attorney, or lead attorney. Directs support staff in work processes. Assists in training all Deputy District Attorney 1 incumbents in current criminal law and office policies.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Determines if sufficient evidence exists to approve cases for presentation to the Grand Jury; examines and analyzes police reports and evidence; reviews legal issues; participates and requests further investigation when necessary.
2. Investigates non-payment of child support; initiates court actions to establish judgments; negotiates settlements and payment arrangements; enforces child support orders through persuasion, forced collections and contempt and criminal actions.
3. Pursues formal indictment process; presents evidence and examines witnesses before Grand Jury for a charging decision; interviews; prepares and subpoenas witnesses to testify; provides legal instruction to jury members.
4. Processes return indictments and conducts court arraignment appearances; presents indictments to judge and recommends bail amounts; makes pre-trial recommendations; negotiates case resolution with defense counsel; conducts plea appearances.

5. Litigates pre-trial motions and prepares trial strategy to prosecute criminal cases; analyzes admissibility and determines presentation of witnesses and evidence; subpoenas and prepares witnesses for testifying; prepares legal briefs and oral arguments.
6. Litigates criminal cases; contacts, subpoenas and schedules trial witnesses; examines prospective trial jurors to select an impartial jury; examines and cross-examines witnesses; argues objections and mind-trial motions; presents closing arguments.
7. Formulates and recommends appropriate sentences based on criminal conviction; evaluates pre-sentence investigation reports; presents evidence and witnesses to support sentencing recommendations.
8. Communicates with the defense bar regarding District Attorney/Police matters.
9. Assists in formulating prosecution policies and/or guidelines.
10. Performs other duties as assigned.

Knowledge of (position requirements at entry):

- Principles and practices of criminal law and procedure.
- Applicable laws, ordinances, and departmental policies and procedures.
- Principles and practices of investigation.
- Principles and practices of negotiation and conflict resolution.
- Judicial procedure and administrative proceedings.
- Rules of evidence; statutes, rules and case law relating to Grand Jury proceedings.
- Criminal procedures and prosecutorial immunity and liability.
- Legal research procedures and methods.
- Basic principles of forensics.
- Modern office procedures, methods and computer equipment.

Ability to (position requirements at entry):

- Organizing, interpreting and applying complex legal principles.
- Analyzing and understanding applicable factual matters.
- Properly interpreting, evaluating and making decisions in accordance with the law.
- Analyzing facts, evidence and precedents.
- Researching and writing complex legal papers and reports, setting forth findings of facts and decisions in concise written form.
- Developing effective strategies and legal pleadings.
- Effectively and persuasively presenting facts, evidence, precedents and recommendations to judges and juries.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Working effectively with co-workers, and others from diverse backgrounds.
- Communicating clearly and concisely, both orally and in writing.
- Using computers and applicable computer application software.

Training and Experience (positions in this class typically require): A Juris Doctorate from an accredited law school. Two to three years of legal experience as a prosecuting attorney working in a court of general jurisdiction. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- Member of the Oregon State Bar at time of appointment.
- Possession of a valid Oregon Driver's License.

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Equal Employment Opportunity

Lane County is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Amendment Act and would like to request an accommodation, you may request an accommodation during the online application process, or request an accommodation by contacting the Department of Human Resources prior to the recruitment close date at 541-682-3124.

Strategic Plan

In alignment with Lane County's Strategic Plan, incumbent(s) will be expected to demonstrate the following core behaviors: Passion to Serve, Driven to Connect, and Focused on Solutions.

The 2018-2021 Strategic Plan focuses on the areas that Lane County will pursue as a way to deliver on our vision for the residents of Lane County. To meet these challenges, we know that the basis of our efforts lies in leveraging our people and partnerships to achieve our Strategic Priorities. We also recognize that the quality and commitment of our staff is essential to a shared future where Lane County is the best place in which to live, work, and play.

Veteran's Preference Points

Under Oregon law, armed forces veterans may be eligible for preference in employment or promotion, if you think you qualify please submit a copy of your DD214 or 215 (long form / Member Copy-4) that reflects your honorable separation status, and if disabled, a public employment preference letter from the U.S. Department of Veterans Affairs. These documents must be electronically attached to your online job application, at the time of submittal, to receive preference. If we do not receive the necessary information as described, we will NOT be able to grant you veteran points/preference you request.

Tobacco Free Campus Policy

The Board of County Commissioners wants to help Lane County be the healthiest county in the state. Effective October 1, 2018, any tobacco use, including vaping devices, will not be allowed inside or on the grounds of properties owned or occupied by Lane County including: All outdoor areas, parking lots, County vehicles, and personal vehicles while on County property.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Lane County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

Please submit a cover letter and resume with three professional references electronically by emailing patty.perlow@lanecountyor.gov with the subject line APPLYING FOR DDA1. Applicants will be notified if they are selected for an interview.