



IS IT THE RIGHT TIME FOR A CHANGE OF SCENERY? JOIN OUR TEAM!

Deputy District Attorney 1 or 2

STARTING SALARY: DDA 1: \$68,724.00 DDA 2 \$96,864.00

Of course, we require a Doctor of Jurisprudence degree from an accredited law school and if you have knowledge of applicable state, federal and local laws, principles and practices of negotiations, rules of evidence and judicial procedure we invite you to apply. Curry County offers medical/dental/vision benefits, paid vacation, sick time plus an employee retirement plan (PERS).



Visit www.co.curry.or.us
fill out an application and submit
it to: Julie Swift, Payroll and HR
Coordinator,
swiftj@co.curry.or.us

Curry County is situated on one of the most breathtaking coastlines in Southern Oregon. In addition to experiencing our windswept headlands, illuminating sunsets, and mountainous splendor, you can also enjoy salmon fishing, rafting, hiking, and exploring miles of wild rivers and secluded beaches. Combine these assets with employment in an office where the prosecuting team places a high value on your role, and you have the ideal combination!

If you are looking for a challenging yet rewarding career in public service, this position is perfect for you! Develop professional legal strategies for the prosecution of misdemeanor and felony cases in your capacity as a Deputy District Attorney. An aptitude for trial work is vital. You would be joining a District Attorney's office that is dedicated, hardworking, and takes pride in upholding the Constitution and laws of the State of Oregon. The office is committed to preserving the safety of the public, protecting the rights of crime victims, and pursuing justice for all citizens with skill, honor, and integrity.

**HURRY AND
APPLY TODAY, WE
LOOK FORWARD
TO MEETING YOU!**

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Deputy District Attorney I

EXEMPT:	Yes
SALARY LEVEL:	P
SUPERVISOR:	District Attorney
PREPARED BY:	District Attorney

June 2023

GENERAL POSITION SUMMARY:

Represent the State of Oregon as a trial lawyer in the prosecution of adult criminal cases along with juvenile delinquency proceedings in circuit court. This is the entry level classification in the deputy district attorney series.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Charges and prosecutes misdemeanor and minor felony cases:
 - Determines whether investigations are complete and evidence is sufficient for charging
 - Analyzes police reports and search warrant affidavits – reviews legal issues and requests further investigations, if necessary
 - Interviews, prepares, and subpoenas witnesses to testify
 - Responsible for negotiating with the defense bar
 - Researches and drafts legal opinions and memoranda in response to defense motions
 - Initiates motions on behalf of the State of Oregon and litigates pretrial issues
 - Conducts all aspects of trial, including jury selection, direct and cross examination of witnesses, opening and closing arguments and legal arguments to the court
 - Uses knowledge of sentencing guidelines and case law, presents evidence of witnesses to support sentencing recommendation and uses independent judgment to recommend appropriate sentences based on previous criminal convictions and other related factors
 - Provides support and assistance to survivors and victims, with the assistance and coordination of victim advocates in the DA's office
 - Analyzes probation violation reports to determine whether to proceed with probation violation hearings
2. Provides assistance and advice to law enforcement and other partner agencies in investigating misdemeanor and minor felony crimes:

- Assists and advises law enforcement agencies in applications for arrests and search warrants
 - Provides off hour, 24 hour a day on call service to law enforcement agencies requiring assistance during nights and weekends
 - Responds to crime scenes if asked by law enforcement agencies and at the direction of the District Attorney
 - Provides legal information to law enforcement in regards to unattended deaths, releases body or determines if more investigation of a crime is necessary
3. Presents evidence and arguments at: Arraignments, pre-trial conferences, omnibus hearings, misdemeanor and minor felony trials, sentencing, probation revocation hearings, juvenile court hearings, mental commitment hearings and other miscellaneous court hearings.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

No supervisory responsibilities.

Work is performed under the supervision of the District Attorney

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Applicable state, federal and local laws and ordinances
- Principles and practices of negotiations
- Rules of evidence

Ability to . . .

- Identify and recommend reasonable resolutions to cases,
- Organize, interpret and apply legal principal,
- Properly interpret, evaluate and make decisions in accordance with the law,
- Research, analyze and prepare legal documents, draft legal papers, reports and memoranda,
- Effectively and persuasively argue facts, evidence and precedent to judges and juries,
- Withstand pressures of trial practice,
- Communicate effectively with people from a wide variety of backgrounds including the ability to obtain cooperation from young, reluctant and/or traumatized crime victims.
- Complete a required number of continuing legal education credits to maintain license to practice law,
- Work within the confines of the Oregon Rules of Professional Conduct,
- Establish and maintain effective working relationships with office staff, law enforcement agencies, county officials, court staff, attorneys and the public,

- Take personal responsibility for the quality and timeliness of work,
- Come to work on time and follow office policies and procedures.

Desirable Qualifications:

An interest in criminal law, trial work, and prosecution.

EDUCATION AND/OR EXPERIENCE:

A Doctor of Jurisprudence degree from an accredited law school.

Member of the Oregon State Bar in good standing at the time of appointment.

Applicants sitting for the bar exam or awaiting bar exam results are encouraged to apply.

Must have a valid driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Work is done in an office setting.
- Ability to exert very moderate physical effort in light office work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).
- May require evening and weekend hours on an as-needed basis. Requires carrying of cell phone to provide on-call law enforcement assistance.
- This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and essential functions expected of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Deputy District Attorney II

EXEMPT:	Yes
SALARY LEVEL:	R
SUPERVISOR:	District Attorney
PREPARED BY:	District Attorney

June 2023

GENERAL POSITION SUMMARY:

Represent the State of Oregon as a trial lawyer in the prosecution of adult criminal cases along with juvenile delinquency proceedings in circuit court. This is the mid-level classification in the deputy district attorney series.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Charges and prosecutes misdemeanor and felony cases:
 - Determines whether investigations are complete and evidence is sufficient for charging
 - Analyzes police reports and search warrant affidavits – reviews legal issues and requests further investigations, if necessary
 - Interviews, prepares, and subpoenas witnesses to testify
 - Responsible for negotiating with the defense bar
 - Researches and drafts legal opinions and memoranda in response to defense motions
 - Initiates motions on behalf of the State of Oregon and litigates pretrial issues
 - Conducts all aspects of trial, including jury selection, direct and cross examination of witnesses, opening and closing arguments and legal arguments to the court
 - Presents cases to the grand jury for charging decisions and takes cases through grand jury and the formal indictment process
 - Uses knowledge of sentencing guidelines and case law, presents evidence of witnesses to support sentencing recommendation and uses independent judgment to recommend appropriate sentences based on previous criminal convictions and other related factors
 - Provides support and assistance to survivors and victims, with the assistance and coordination of victim advocates in the DA's office
 - Analyzes probation violation reports to determine whether to proceed with probation violation hearings
 - Alerts the District Attorney to potentially high profile or sensitive cases

2. Provides assistance and advice to law enforcement and other partner agencies in investigating misdemeanor and minor felony crimes:
 - Assists and advises law enforcement agencies in applications for arrests and search warrants
 - Provides off hour, 24 hour a day on call service to law enforcement agencies requiring assistance during nights and weekends
 - Responds to crime scenes if asked by law enforcement agencies and at the direction of the District Attorney
 - Provides legal information to law enforcement in regards to unattended deaths, releases body or determines if more investigation of a crime is necessary
3. Presents evidence and arguments at: Arraignments, pre-trial conferences, omnibus hearings, misdemeanor and minor felony trials, sentencing, probation revocation hearings, juvenile court hearings, mental commitment hearings and other miscellaneous court hearings.

SUPERVISORY CONTROLS AND RESPONSIBILITIES:

Limited supervision of the Deputy District Attorney I position.
Work is performed under the supervision of the District Attorney

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Applicable state, federal and local laws and ordinances
- Principles and practices of negotiations
- Rules of evidence
- Judicial procedure

Ability to . . .

- Identify and recommend reasonable resolutions to cases
- Present cases to the court skillfully and at a level sufficient to meet opposing counsel
- Organize, interpret and apply legal principal
- Properly interpret, evaluate, and make decisions in accordance with the law
- Research, analyze, and prepare legal documents, draft legal papers, reports and memoranda
- Effectively and persuasively argue facts, evidence, and precedent to judges and juries
- Withstand pressures of trial practice
- Communicate effectively with people from a wide variety of backgrounds including the ability to obtain cooperation from young, reluctant and/or traumatized crime victims

- Complete a required number of continuing legal education credits to maintain license to practice law
- Keep up to date on changing case law and statutes
- Work within the confines of the Oregon Rules of Professional Conduct
- Establish and maintain effective working relationships with office staff, law enforcement agencies, county officials, court staff, attorneys, and the public
- Take personal responsibility for the quality and timeliness of work
- Come to work on time and follow office policies and procedures.

Desirable Qualifications:

Interest in criminal law, trial work, and prosecution; Trial experience.

EDUCATION AND/OR EXPERIENCE:

A Doctor of Jurisprudence degree from an accredited law school.

Member of the Oregon State Bar in good standing at the time of appointment.

Two years of experience in the practice of criminal law, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above-described duties.

Must have a valid driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Work is done in an office setting.
- Ability to exert very moderate physical effort in light office work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).
- May require evening and weekend hours on an as-needed basis. Requires carrying of cell phone to provide on-call law enforcement assistance.
- This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and essential functions expected of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.