



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Chief Deputy District Attorney
Department: District Attorney
FLSA Status: Exempt
Job Code: 1406
WC Code: 8820
Effective Date:
Last Revised: January 1, 2019
Pay Grade: NU26
Union: Non-Union (Supervisory)

SUMMARY

Supervises deputy district attorney's caseloads and assists the District Attorney in formulating and carrying out office policy and procedures. Participates in the daily preparation and presentation of criminal prosecution proceedings on behalf of Josephine County. Assists the District Attorney in the administration and direction of the activities of the office of the District Attorney. Performs advanced, professional legal work in the Josephine County District Attorney's Office. Assignments may include the handling of significant legal or public relations issues. Serves as a confidential employee and carries out the policies of the District Attorney. Stands in for the District Attorney at public meetings and budget presentations when the District Attorney is not available. Performs other work as required. Works under the supervision of the District Attorney, who develops policies and procedures, establishes goals and reviews performance for overall effectiveness of the office, and who assigns various projects and monitors work loads within the office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Initiates and prosecutes misdemeanor and felony cases. Reviews police reports and makes initial charging decisions. Presents cases to Court or Jury. Prepares cases for, and presents matters to, Grand Jury. Performs legal research. Prepares and argues pretrial motions and probation violations. Represent the State at sentencing and makes appropriate recommendations. Consults with and advises police agencies in the course of investigations. Prepares for trials, including contacting witnesses and reviewing cases.
2. Initiates and prosecutes probation violations and revocations arising out of criminal convictions and violations of diversion agreements. Assists law enforcement agencies in the application for arrest and search warrants. May be involved as a liaison between the District Attorney's Office, other divisions of the District Attorney's Office, and local law enforcement agencies.
3. May perform prosecution duties related to support enforcement.
4. Provides liaison between the District Attorney's Office and outside agencies when the District Attorney is unavailable.

5. May assist the District Attorney in preparation of the annual budget.
6. Provides, on emergency or a scheduled basis, off-hour, and on-call services to police agencies requiring assistance during nights or weekends.
7. Assists the District Attorney in the preparation and implementation of office policies and procedures.
8. May be responsible for special prosecutions and research projects.
9. May assist the District Attorney with periodic performance evaluations of other deputy district attorneys or support staff, including recommendations for the hiring, promotion and discharge of such personnel.
10. Is responsible for the management of case load allocations to lower level deputy district attorneys.
11. Assists in providing training and guidance to law enforcement agencies.
12. May be involved in job-related civic and educational activities.
13. Performs other duties and related work as required.

SUPERVISORY RESPONSIBILITIES

Is involved in supervision of deputy district attorneys and support staff. Assists in training and providing guidance and direction to other deputy district attorneys and law enforcement agencies. Participates in the coordination of special assignments under the overall direction of the District Attorney.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Comprehensive knowledge of criminal law and the practices and procedures relating to criminal prosecutions. Comprehensive knowledge of courtroom and trial procedures. Ability to analyze facts, evidence and precedents, and to arrive at logical conclusions. Superior communication skills. Ability to plan and supervise the work of others and to supervise and provide guidance and advice to other legal and secretarial staff members. Ability to appear effectively before a trial court or administrative body.

EDUCATION AND EXPERIENCE

Graduation from an ABA accredited school of law; Must be a member in good standing of the Oregon State Bar; Four years experience as a duly licensed attorney practicing criminal law; and, A minimum of two years experience in supervision/management of an attorneys staff in a law firm or a District Attorney's Office, or, Minimum of four years of progressively responsible experience as a Josephine County Deputy District Attorney.

JOB IMPACT

Successful performance in this position results in holding offenders accountable for criminal conduct. If appropriate penalties are imposed, the community is safer and their sense of safety and security is enhanced, which is a key measure of success for a District Attorney.

JOB CONTACTS

This position requires working relationships with victims, police officers, fellow district attorneys from both within and outside the office, members of the defense, jurors, witnesses, multi-disciplinary team members, related sister agencies such as the Juvenile Department, DHS and Options (mental health). Each attorney must also be a member of the Oregon State Bar and engage in continuing education during their tenure on the job.

LANGUAGE SKILLS

Ability to analyze and apply rules, policies, procedures, and statutes to the decision making process as it applies to the District Attorney's programs and functions. Ability to communicate effectively both verbally and in writing and to establish and maintain effective working relationships with agencies, other employees, and the general public. Ability to read, analyze and interpret the most complex documents (both legal and evidentiary) and to communicate and advocate those principles in common terms and language. Ability to teach legal principles and procedure to police agencies and community members.

MATHEMATICAL SKILLS

Ability to work basic math problems and to work with mathematical concepts such as probability and statistics. Ability to understand basic accounting principles and techniques in order to appropriately represent business victims' losses.

REASONING ABILITIES

Ability to define issues and thoroughly research both statutory and precedential interpretations of law. Ability to form logical and persuasive arguments regarding the correct interpretation of law and application of law to facts.

OTHER SKILLS AND ABILITIES

Ability to manage time well and be a self starter. Ability to work without close supervision and to collate information quickly and make sound decisions.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be a member in good standing with the Oregon State Bar. Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Deputy district attorney work is performed primarily in an office environment though courtroom appearances and advocacy are a regular part of the DDA's work day. The DDA may also consult and train at sister agency's facilities. A timed pressure environment is the norm where multi-tasking is required. The position is impacted by the necessity of meeting timelines established by law, uncontrollable work flow, the need to make immediate decisions, and uncontrollable interruptions. The position is on a rotating on-call schedule wherein the DDA takes all emergency calls outside of the work day for a week at a time.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds = 25 lbs			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Telephone & in person & in courtroom & recordings			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>