



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: Deputy District Attorney II
Department: District Attorney
FLSA Status: Exempt
WC Code: 8820
Effective Date:
Last Revised: March 22, 2017
Pay Grade: NU21
Union: Non-Union (Not Represented)

SUMMARY

Participates in the daily preparation and presentation of criminal prosecution proceedings on behalf of Josephine County. Performs work of considerable difficulty and advanced, professional legal work in the Josephine County District Attorney's Office. Conducts legal research and represents the District Attorney in moderate to complex legal assignments. Generally, employees in this category are full qualified professional attorneys capable of applying the techniques of the legal profession to any case assigned. All work is performed under the professional direction of the District Attorney, or a higher level Deputy District Attorney who review work primarily through results attained. Work is performed with a minimum of instruction and guidance, subject to office policies and procedures. May assist in the development of office policies and procedures. Serves as a confidential employee and carries out the policies of the District Attorney. Performs other work as required.

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 both misdemeanor and felony cases. Reviews police reports and makes initial charging decisions. Presents cases to Court or Jury. Prepares cases for, and present 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. Assists in providing training and guidance to law enforcement agencies.
2. Initiates and prosecutes probation violations and revocations arising out of criminal convictions and violations of diversion agreements, enforcement agencies or community groups. May enforce city and county ordinances.
3. Represents the State in post-conviction relief hearings.
4. Represents the State in extradition and fugitive matter.
5. Assists law enforcement agencies in applications for arrest and search warrants.

6. Provides, on emergency or a scheduled basis, off-hour, and on-call services to police agencies requiring assistance during nights or weekends.
7. May assist the District Attorney in the preparation of office policies and procedures.
8. May enforce City and County ordinances.
9. May participate in trial team reviews. Attends pretrial conferences.
10. May be responsible for special prosecutions and research projects.
11. May be responsible for juvenile prosecutions and juvenile dependency, child support and mental commitments.
12. May be involved in job-related civic and educational activities.
13. Performs other duties and related work as required.

SUPERVISORY RESPONSIBILITIES

Individual assignments may entail temporary or limited supervisory responsibility over other attorneys or non-legal personnel.

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. Considerable knowledge of criminal law and the practices and procedures relating to criminal prosecutions and civil law. Considerable knowledge of courtroom and trial procedures. Ability to analyze facts, evidence and precedents, and to arrive at logical conclusions. Effective communication skills. Considerable knowledge of the principles, methods, materials, practices and references utilized in legal research. Considerable ability to analyze and organize facts, evidence, and precedents, and to present such materials effectively in oral and in written form. Considerable ability to present and argue cases in court, dealing effectively with unanticipated situations as they arise. Ability to establish and maintain effective working relations with office staff, court personnel, county officials, law enforcement agencies, and the general public. Must exercise good judgment.

EDUCATION AND EXPERIENCE

Graduation from an ABA accredited school of law; must be a member in good standing of the Oregon State Bar; One or more years' experience as a duly licensed attorney, preferably practicing criminal law.

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 requirements outlined 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 checked="" 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"/>