



Baker County Administrative Services ~ Personnel  
1995 Third Street, Baker City, OR 97814  
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## BAKER COUNTY JOB OPENING

DEPARTMENT: District Attorney's Office

POSITION: **Deputy District Attorney I or II (Full-time)**

Salary Range: 18 or 19 DOE

### Range 18

Step 1	Step 2	Step 3	Step 4	Step 5
\$4,388/mo.	\$4,606/mo.	\$4,838/mo.	\$5,085/mo.	\$5,336/mo.

### Range 19

Step 1	Step 2	Step 3	Step 4	Step 5
\$4,606/mo.	\$4,838/mo.	\$5,085/mo.	\$5,336/mo.	\$5,606/mo.

### Summary

This classification performs professional legal work in the prosecution of criminal cases and may work closely with the Juvenile Department and the Department of Human Services.

### Examples of Essential Job Duties:

DDA I:

- Prosecute misdemeanor cases in Circuit Courts that involves review of cases, interviewing and selecting witnesses, interviewing victims, conducting research, etc.
- Prepare delinquency petitions; preparing cases for juvenile court hearings.
- Prepare and appear at various non-trial court appearances; pre-trial motions, please, sentencing, restitution, arraignments and other various hearings.

DDA II:

- Prosecute felony and misdemeanor cases in Circuit Court that involves the review of cases, interviewing and selecting witnesses, interviewing victims, etc.
- Prosecute drug-related cases and handle asset forfeiture cases
- Prepare juvenile dependency petitions; prepare cases for juvenile court hearings.

### Education, Experience and Training

Doctor of Juris Prudence Degree. Must have 2-5 years of experience to be considered for the DDA II position. At time of appointment, must be a member of the Oregon Bar Association and possess a valid Oregon driver's license.

*A complete job description and application is available upon request or online at: [www.bakercounty.org](http://www.bakercounty.org)*

For additional information, contact Heidi Martin in the Personnel office at 541-523-8200 or 541-523-8209. Applications must be submitted to the Personnel office by 5:00 p.m. on the closing date.

POST DATE: October 27, 2014

CLOSING DATE: November 10, 2014

## **Deputy District Attorney I or II**

Baker County is seeking qualified applicants for the position of Deputy District Attorney I or II. Applicant must have 2-5 years of experience to be considered for the DDA II position. The DDA II position performs primarily felony and some misdemeanor cases as well as juvenile dependency cases through the District Attorney's office. The DDA I position performs primarily in the prosecution of misdemeanor cases and juvenile delinquency cases through the District Attorney's Office. The DDA I has a salary range of \$52,656 to \$64,032 per year and the DDA II position has a salary range of \$55,272 to \$67,272 per year. Salary is negotiable depending on experience. Applications, cover letter and resume will be accepted until 5:00 p.m. on November 10, 2014 and can be mailed to Baker County Personnel, 1995 Third Street, Baker City, OR 97814 or submitted to your local WorkSource Oregon Employment Department. Baker County is an equal opportunity employer.