

## DEPUTY DISTRICT ATTORNEY II

### INTRODUCTION

This classification works under the guidance of the District Attorney. As Deputy District Attorney II, this position performs professional legal work in the prosecution of criminal cases, primarily felony and some misdemeanor cases. This classification involves trial work and all other aspects of litigation of criminal cases through the District Attorney's Office. This position also works closely with the Juvenile Department and the Department of Human Services presenting juvenile dependency cases in court.

### EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to the following examples.)

1. Prosecute felony and misdemeanor cases in Circuit Court. This work involves the review of cases, interviewing and selecting witnesses, interviewing victims, conducting research and writing legal memorandums. Presenting cases to the jury.
2. Prosecute drug related cases and handle asset forfeiture cases on behalf of District Attorney's Office
3. Prepare juvenile dependency petitions; prepare cases for juvenile court hearings.
4. Advise and consult with Juvenile Department, Department of Human Services caseworkers, law enforcement officers, medical and school staff on matters of juvenile law.
5. Prepare and present cases before the grand jury.
6. Represent the State in support enforcement, asset forfeiture and other administrative matters.
7. Advise law enforcement officials regarding procedural questions; prepare legal documents including search warrants, arrest warrants, and evidence evaluation.
8. Represent the District Attorney in his absence; assist in establishing and monitoring department policies and procedures and setting up new programs. Represent the State in support enforcement, and administrative proceedings.

### KNOWLEDGE, SKILL AND ABILITY REQUIRED BY THE POSITION

Knowledge of: Thorough knowledge of legal principles, procedures, terminology, civil laws, municipal government law, and courtroom and trial procedures; thorough knowledge of substantive and procedural criminal (statutory and constitutional), civil including civil forfeiture laws, child support laws, administrative regulations and case

law; thorough knowledge of administrative hearings, courtroom and trial procedures including state, federal, trial and appellate courts and Oregon rules of evidence; considerable knowledge of investigative techniques, scientific laboratory analysis techniques and procedures for case preparation.

Skill in: Courtroom procedures; ordinances, legal documents; verbal and written communication skills to present ideas, concepts, policies and recommendations in a clear and concise manner; conflict resolution.

Ability to: Communicate effectively in oral and written forms; research and analyze facts, evidence, and precedents to arrive at logical conclusions; conduct complex legal research and set forth findings of fact and decisions in concise written form; utilize problem identification and resolution techniques; make decisions independently, and use initiative and judgement in completing tasks and responsibilities; adjust to priority changes and remain calm and use good judgement during confrontational or high pressure situations; make decisions independently; manage legal cases including preparing and presenting cases for trial in court; analyze and evaluate statements of witnesses, victims and obtain evidence; effectively negotiate cases with defense attorneys; provide advice and guidance to department attorneys and support staff.

Education, experience and training: Doctor of Jurisprudence Degree with 2-5 years of experience as an attorney preferred. Must have good character and pass an extensive background check.

At time of appointment, must be a member of the Oregon Bar Association and possess a valid Oregon driver's license.

#### SUPERVISORY CONTROLS OVER THIS POSITION

This classification works under the guidance of the District Attorney. The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice. Position serves at the pleasure of the District Attorney.

#### GUIDELINES

Work is performed within established department policy and procedures; federal, state and county statutes, rules and regulations; criminal codes, Rules of Professional Ethics; court procedures and rules; Oregon Court of Appeals and Supreme Court case precedents, sentencing guidelines, Oregon Bar Association reference material and accepted procedures within legal profession. Incumbent must remain current on guidelines and use experience and considerable independent judgement in interpreting and choosing appropriate guidelines.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is mostly sedentary and is performed in an office or courtroom setting; may require hearing voice conversations, keyboarding, lifting up to 14 pounds, sitting, standing and walking.