



The GRANT COUNTY DISTRICT ATTORNEY  
invites applications for the position of

## DEPUTY DISTRICT ATTORNEY 1

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Salary: \$4267/mo plus benefits  
This is a limited duration position thru September 2015  
Opening date: February 10, 2014  
Closing Date: Until filled

### **GENERAL STATEMENT OF DUTIES**

The Deputy District Attorney 1 (DDA) will perform all of the legal duties associated with prosecuting cases involving domestic violence, dating violence, sexual assault, child sexual abuse and stalking. This position will also present training to law enforcement agencies and community partners regarding these types of cases. The DDA will work under the direct supervision of the District Attorney.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

- 1) Review police reports, make charging decisions, conduct Grand Jury, file probation revocation motions and other necessary documents to initiate criminal proceedings against defendants;
- 2) Attend all court proceedings, from initial appearance through sentencing, on all cases assigned to him/her;
- 3) Conduct all necessary legal research in relation to his/her assigned cases;
- 4) Meet with victims, witnesses, and law enforcement in relation to his/her assigned cases;
- 5) Staff cases with the Juvenile Department, Department of Human Resources – Child Welfare, and Mental Health;
- 6) Work directly with the Victim Assistance Program on all cases involving domestic violence, dating violence, sexual assault, child sex abuse and stalking;
- 7) Chairperson of Sexual Assault Response Team and Domestic Violence Response Team. Member of the Child Abuse Multiple Disciplinary Team;
- 8) Cover routine matters in the event that the District Attorney is unavailable;
- 9) Prosecute other misdemeanor and felony cases as assigned;
- 10) Participate in community awareness campaigns and present training to law enforcement regarding domestic violence, dating violence, sexual assault, child sexual abuse, and stalking;
- 11) Work directly with the Victim Assistance Program Director to prepare and submit reports for grantors, along with drafting new grant applications for future funding.

*The above description covers the most significant duties performed but does not include other occasional work, the inclusion of which would be in conformity with the factor degrees assigned to this job.*

## **WORK ENVIRONMENT**

The DDA will work in the District Attorney's office. Must be available to respond on scene, upon law enforcement request for investigations relating to his/her caseload. Occasional out of state travel to attend trainings is required.

## **PREFERRED QUALIFICATIONS**

Prior prosecution experience with a similar caseload and/or prior experience with victims of domestic violence, dating violence, sexual assault, child sex abuse and stalking, and a thorough knowledge of:

- Oregon criminal law
- Rules of evidence
- Legal practices, procedures and terminology
- Investigative techniques
- Trial and courtroom procedures

## **KNOWLEDGE OF, ABILITY TO, AND SKILLS IN**

Organize, interpret and apply legal principles and knowledge in conducting legal research and preparing legal opinions.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with county officials, court officials, law enforcement, other attorneys, collaborating agencies, and the public and to effectively work as a team member.

## **EXPERIENCE AND TRAINING**

Applicant must have a J.D. from an accredited law school, be a member of the Oregon State Bar, and possess a valid Oregon Driver's License.

## **TO APPLY**

Submit a completed Grant County application form, resume, a writing sample and a one page, single spaced reply to the following question:

**Why are you interesting in being a Deputy District Attorney in Eastern Oregon and what qualities make you the right person for this position?**

Applications available at the Oregon Employment Office.

Equal Opportunity Employer