



**ANNOUNCEMENT NO. 5405**

**JACKSON COUNTY EMPLOYMENT OPPORTUNITY**

**DEPUTY DISTRICT ATTORNEY I  
District Attorney**

- **Must pass a criminal background/credit check prior to hire.**
- **Must pass a pre-employment drug screen.**
- **Must submit an acceptable DMV court print prior to hire.**  
**Must pass a Criminal Justice Information Systems (CJIS) fingerprint background check.**

**MUST SUBMIT TRANSCRIPTS FOR CONSIDERATION OF JURIS DOCTOR DEGREE**

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**JACKSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Upon request, special accommodations and/or assistance will be gladly provided for any applicant with sensory or non-sensory impairments. Because of the Immigration Reform Act of 1986, persons hired by the county must be able to present acceptable documents verifying identity and authorization to work in the United States. For a copy of Jackson County's Equal Employment Opportunity Plan, visit our web site at [www.jacksoncounty.org](http://www.jacksoncounty.org) or call 541-774-6036.

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**STARTING SALARY:**                      **\$58,115-\$67,267 Annually**

**BENEFITS:**                              **Family health, dental, RX, vision & chiro. (minimal contribution required) & employee life & long term disability. Generous vacation and sick leave . Retirement (employer pays employee portion).**

**LAST DATE TO FILE:**                      **August 20, 2010**

**SUBMIT APPLICATION TO: JACKSON COUNTY HUMAN RESOURCES  
10 S OAKDALE - ROOM 200  
MEDFORD, OR 97501**

**or apply on-line at: [www.jacksoncounty.org](http://www.jacksoncounty.org)**

**DEFINITION:**

Provides legal representation to prosecute a broad range of crimes in Circuit Court. May prepare and handle child support enforcement and modification hearings and trials.

**DISTINGUISHING FEATURES:**

The Deputy District Attorney I is distinguished from the Deputy District Attorney II by the responsibility for prosecuting less complex cases under general direction of supervisor.

**EXAMPLES OF PRINCIPLE DUTIES AND POSITION FUNCTIONS:** *(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)*

Reviews and evaluates factual and legal bases for cases filed to determine legal sufficiency. Prepares charges to be filed with the court.

Prepares for motion hearings and trial through witness interviews, legal research, and investigation of facts and information; drafts, prepares, and files appropriate legal documents. Consults with law enforcement personnel regarding cases.

Evaluates cases for appropriate disposition; prepares for and participates in plea negotiations with defense counsel as necessary.

Organizes cases for trial; drafts and files legal documents and prepares questions and arguments necessary for hearings or trials; notifies and interviews witnesses; reviews evidence.

Under general direction, conducts courtroom proceedings; determines strategy, organization, evidence presentation, appearance of witnesses, and jury instructions.

Remains current on new laws, regulations, and procedures.

Answers questions and provides information to law enforcement personnel, the public, victims, and others regarding general legal principles, the court process, and other related matters.

May assist with juvenile matters.

Performs other related duties as assigned

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of Oregon Revised Statutes, case law and administrative rules dealing with the criminal law and related areas.

Knowledge of the duties and responsibilities of the District Attorney's Office.

Knowledge of the principles, methods, and practices of legal research and investigation.

Knowledge of judicial procedure and rules of evidence.

Ability to plan, prepare, present, and conduct case strategies for criminal or civil cases.

Ability to interpret and explain case law, statutes, ordinances, and procedures.

Ability to manage heavy case loads and maintain appropriate records, logs, and case files.

Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.

Ability to communicate effectively, both orally and in writing.

#### **POSITION REQUIREMENTS:**

Juris Doctor Degree.

#### **LICENSES, CERTIFICATES, & OTHER REQUIREMENTS:**

Valid Oregon State Driver's License.

Member in good standing of the State Bar of Oregon

#### **WORKING CONDITIONS:**

Work is primarily performed in the office, but also requires traveling to meetings.