



MALHEUR COUNTY
invites applications for the position of:
Deputy District Attorney

SALARY: \$4,414.80 - \$5,290.13 Monthly

OPENING DATE: 03/22/12

CLOSING DATE: 04/06/12 05:00 PM

DESCRIPTION:

Performs professional legal work in the investigation preparation, presentation of cases prosecuted by the District Attorney; provides legal advice to law enforcement, criminal justice and social service agencies.

This position may be filled on a temporary basis.

EXAMPLES OF DUTIES:

The following description of duties may not be all inclusive and other duties may be assigned at the discretion of management.

- Prepared and presents cases for prosecution in Justice and Circuit Courts. Reviews evidence, determines all investigations are complete; selects and interviews appropriate witnesses; conducts legal research, drafts legal documents and makes court appearances.
- Performs intake and screenings procedures; reviews evidence; determines appropriate charges and prepares pleadings.
- Prepares search warrants as requested by police officers.
- Prepares and presents cases to grand jury.
- Advise law enforcement officials regarding legal questions and procedures.
- Initiates and prosecutes court and administrative action in child support, spousal support and paternity matters.
- Oversee case maintenance and legal paperwork of legal support staff.
- Provides supervision including assignment of work.

- Represents the District Attorney before the public and other agencies.

QUALIFICATIONS:

Member in good standing of the Oregon State Bar; law school emphasis on criminal law with courtroom experience or any satisfactory combination of experience and training.

KNOWLEDGE, SKILLS & ABILITIES:

Thorough knowledge of: Oregon criminal and civil laws; rules of evidence and regulations; legal practices, procedures and terminology; investigation techniques and court procedures.

Reasonable knowledge of: supervision principals and modern personnel practices and procedures.

Skill in: courtroom presentations; verbal debate and argument; reading comprehension; analysis and application of legal principles.

Ability to: communicate effectively both orally and in writing; deal tactfully with the public, criminal justice and court officers; use initiative and judgement; work with independence; deal effectively with superiors, peers, subordinates, attorneys and law enforcement officials; comprehend and follow complex instructions; learn, interpret and implement legal requirements; prepare legal documents; organize legal tasks and analyze facts.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.malheurco.org>

Position #DDA 1-2012
DEPUTY DISTRICT ATTORNEY
LD

251 B Street West
Vale, OR 97918
541-473-5183
