



THE MARION COUNTY DISTRICT ATTORNEY
Invites applications for the position of:

Deputy District Attorney 1

SALARY: \$27.93 - \$37.39 Hourly
\$4,841.20 - \$6,480.93 Monthly

OPENING DATE: 12/16/2015

CLOSING DATE: 01/01/2016 at 5:00pm

POSITION OVERVIEW AND NOTES: GENERAL STATEMENT OF DUTIES

In the Deputy District Attorney series, this is the entry level classification. Under supervision, conducts limited criminal prosecution in Circuit Court proceedings on behalf of Marion County. Performs other work as required.

SUPERVISION RECEIVED

Works under the supervision of a Trial Team Supervisor, who assigns work, reviews performance, and advises on unusual or difficult problems. This is an unclassified position that serves at the pleasure of the appointing authority.

SUPERVISION EXERCISED

Supervision of employees is not a responsibility of positions in this class.

TYPICAL DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Initiates and prosecutes felonies, misdemeanors, major traffic crimes, and some violation of restraining order matters; reviews police reports, and make initial charging decision; prepares for trial including contacting witnesses and reviewing the case; prepares and argues pretrial motions; performs legal research; presents case to court or jury; represents State at sentencing; appears in Circuit Court.
2. Initiates and prosecutes probation revocations arising out of criminal convictions.
3. Presents cases to Grand Jury.
4. Represents State in de novo appeals from justice court. Represents State in post-conviction relief hearings involving criminal convictions.
5. Assists police agencies in the application for arrest and search warrants.
6. Provides law enforcement officials with legal advice in selected areas such as traffic (DUI) and game offenses.
7. Provides, on a scheduled basis, off-hour, on-call service to police agencies requiring assistance during nights or weekends.

REQUIREMENTS FOR THE POSITION: EXPERIENCE AND TRAINING

1. Graduation from an accredited school of law; AND
2. Must be a member in good standing of the Oregon State Bar; AND
3. Participation in internship/clerkship with a law firm (preferably a District Attorney's Office) involved in litigation of criminal cases; or
4. Internship/clerkship with a Judge (trial or appellate) with the assigned responsibility for

deciding issues arising in criminal cases.

NECESSARY SPECIAL REQUIREMENTS

- Must pass a criminal history background investigation, which includes fingerprinting;
- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services.

KNOWLEDGE, SKILLS AND ABILITY

Good knowledge of criminal law and the practices and procedures of criminal prosecution. Good knowledge of trial and courtroom procedures. Ability to analyze facts, evidence and precedents and to arrive at logical conclusions. Ability to appear effectively before a trial court or administrative body. Superior communication skills. Ability to maintain effective working relationships with courts, public, police, and other agencies; ability to effectively work as a team member.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

Please submit a cover letter and resume no later than Friday January 1, 2016, by 5:00pm. Please submit electronically by emailing **Amy Queen** at aqueen@co.marion.or.us with the subject line **APPLYING FOR DDAI POSITION**. Applicants selected for an interview will be scheduled during the hours of 9:00am - 4:00pm on January 8, 2016. Applicants selected for the position would start Tuesday January 19, 2016.

DEPUTY DISTRICT ATTORNEY 1
VJC