



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

Deputy District Attorney 3

SALARY: \$2,721.60 - \$3,646.40 Biweekly
\$5,896.80 - \$7,900.53 Monthly

OPENING DATE: 01/06/14

CLOSING DATE: 01/24/14

POSITION OVERVIEW AND NOTES:

GENERAL STATEMENT OF DUTIES:

In the Deputy District Attorney series, this is the senior level classification over the Deputy DA 1 and 2 classifications. Positions at this level are distinguished from other classifications in this series by assuming lead responsibility, complexity of caseload, and independent decision-making. **Preference with sexual assault, child abuse prosecution is preferred.** Conducts all phases of criminal prosecution in Circuit or Federal Court proceedings on behalf of Marion County. Performs other work as required.

SUPERVISION RECEIVED:

Works under general supervision of Trial Team Supervisor and District Attorney, who assign work, establish goals and review performance for overall effectiveness through conferences. This is an unclassified position that serves at the pleasure of the appointing authority.

SUPERVISION EXERCISED:

Supervision of others is not a responsibility of positions in this classification; however incumbents may act as lead worker over lower level Deputy District Attorneys.

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

EXAMPLES OF WORK – GENERAL:

1. Initiates and prosecutes misdemeanor and felony cases where Circuit Court has jurisdiction; consults with and advises police agencies in the course of investigations; reviews police reports and makes initial charging decision; prepares case for presentation to Grand Jury.
2. Initiates and prosecutes civil support enforcement related and/or contempt cases where Circuit Court has jurisdiction including acting as the administrative officer establishing support and payment obligations.
3. Prepares for trial, including contacting witnesses and reviewing the case. Prepares and argues pretrial motions; presents case to court or jury for adjudication.
4. Represents State at sentencing, and makes appropriate recommendations.
5. Reviews reports submitted by probation officers; initiates revocation proceedings where appropriate; represents State at all related hearings.
6. Acts as lead counsel in prosecuting homicide or major felony cases in Circuit or Federal

Court.

7. Participates in preparation and presentation of major and/or complex felony matters to the Grand Jury.
8. Responsible for death investigations, including presiding over inquest proceedings where appropriate.
9. Provides, on a scheduled basis, off-hour/on-call service to police agencies requiring assistance during nights or weekends.
10. Prosecutes conflict-of-interest cases upon request of a second District Attorney's office.

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; OR Be admitted to practice in the Federal Courts; AND
3. Minimum of three (3) years experience as a licensed attorney practicing criminal law.

NECESSARY SPECIAL REQUIREMENTS:

- It is a Marion County District Attorney's Office policy that a criminal history background check be conducted on all new employees.
- This is a salaried position which is not eligible for overtime.

KNOWLEDGE, SKILLS AND ABILITY:

Thorough knowledge of: criminal law and the practices and procedures of criminal prosecution; court room and trial procedures.

Substantial skill and ability to: analyze facts, evidence and precedents, and to arrive at logical conclusions; effectively communicate in both oral and written form; appear effectively before a trial court or administrative body; supervise and provide guidance and advice to staff attorneys; establish and maintain professional and collaborative working relationships with courts, public, police and other agencies; effectively work as a team member.

BEHAVIORAL EXPECTATIONS:

Provides backup and support to coworkers; establishes and maintains professional and effective working relationships with customers, coworkers and other agencies; maintains punctual and regular attendance; complies with department and county policies, procedures and regulations; participates fully as a member of a team; participates fully as support to a service area or areas; participates in employee training and orientation; provides training to coworkers as requested; performs other job duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

Reads a 12 pt. font; distinguishes colors and shades; speaks with a clear and audible voice; hears a normal speech level; sits; moves about the work area; uses hands and fingers to grasp and manipulate objects; operates a computer; bends; reaches overhead; lifts up to 15 lbs.; pushes/pulls up to 50 lbs.

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.

RESUME AND COVER LETTER OF INTEREST MAY BE
SUBMITTED TO:
WALT BEGLAU
PO BOX 14500
Salem, OR 97309
(503) 588-5222
wbeglau@co.marion.or.us

Position #
DEPUTY DISTRICT ATTORNEY 3
VJC
