



# UNION COUNTY BOARD OF COMMISSIONERS

Steve McClure, Commissioner  
Jack Howard, Commissioner  
Donna Beverage, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue La Grande, OR 97850

PHONE (541)963-1001 FAX (541)963-1079

TTY 1-800-735-1232

## NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

**POSITION:** Deputy District Attorney I, II or III

**DEPARTMENT:** Union County District Attorney

**FTE:** 1.0 FTE

**OPENING DATE:** January 3, 2018

**CLOSING DATE:** February 1, 2018

**SALARY:** DDA I: Range 21 (\$4,267 - \$5,521/month) with benefits; DDA II: Range 22 (\$4,480-\$5,797/month) with benefits; DDA III: Range 23 (\$4,704 - \$6,086/month) with benefits

### **DUTIES:**

- Represent the State of Oregon by prosecuting criminal cases on behalf of the people of the State of Oregon in Union County
- Represent the State of Oregon in juvenile delinquency, dependency, forfeiture, child support and civil commitment proceedings
- Advise and train law enforcement and represent the District Attorney in a variety of interagency groups and committees
- Responsible for analysis, preparation, negotiation and litigation of a general caseload
- Any other duties as assigned by the District Attorney

### **REQUIREMENTS:**

- Must be a member in good standing of the Oregon State Bar
- Prior prosecutorial and/or trial experience is preferred
- Valid driver's license is required
- Must be a person of the highest integrity and must pass a criminal background check
- DDA II requires a minimum of 2 years of experience. DDA III requires a minimum of 5 years of experience.

**SEE JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS. (Attached)**

### **APPLY:**

County application, cover letter, resume and references may be dropped off at the District Attorney's Office and/or mailed to:

Kelsie McDaniel  
Union County District Attorney  
1104 K Avenue, Second Floor  
La Grande, OR 97850

*Union County Employment Applications may be found at <http://union-county.org>*  
**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

# UNION COUNTY

## Job Description

**JOB TITLE:** Deputy District Attorney I **DEPARTMENT:** District Attorney

**APPROVED BY:** Administrative Officer **DATE:** June 16, 2016

### **PURPOSE OF POSITION:**

Position performs professional legal work in the investigation, preparation, and presentation of the cases prosecuted by the District Attorney; provides legal advice and services to County officials; performs related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

1. Prepares and presents cases for trial which includes reviewing the case, determining if the investigation is complete, interviewing and selecting appropriate witnesses, conducting legal research, preparing witnesses to present testimony, conducting direct and cross-examination, and drafting legal documents.
2. Performs in-take procedures which includes reviewing incoming police reports and determining which charges, if any, will be filed and against whom on behalf of the District Attorney.
3. Prepares for and appears at various non-trial court appearances such as arraignments, release hearings, plea proceedings, show cause hearings, sentence hearings, mental commitment hearings, juvenile delinquency and dependency matters.
4. Negotiates potential case resolutions with defense counsel/defendants as appropriate and in accordance with facts, laws, and department policy.
5. Prepares subpoenas, search warrants, and arrest warrants.
6. Handles show cause hearings on child support contempt orders.
7. Prepares and presents court cases in child support enforcement.
8. Performs legal research and provides legal advice to County officials on matters affecting their operations; answers questions and prepares recommended interpretation outlining facts and applicable law.
9. Drafts ordinance and other legal documents.

10. On call to advise law enforcement officers, respond to crime scenes, and prepare search warrants.
11. Attend Grand Jury pursuant to statute and prepare indictments as appropriate.

**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 DEGREE ASSIGNED TO THIS JOB.**

**JOB QUALIFICATION REQUIREMENTS:**

1. Thorough knowledge of Oregon criminal law, rules of evidence, legal practices, procedures and terminology, investigative techniques, and court procedures.
2. Considerable knowledge of legal research methods and of methods for preparing legal documents associated with administrative and judicial proceedings, principles and procedures of civil law, and child enforcement regulations.
3. Able to organize, interpret, and apply legal principles and knowledge in conducting legal research and preparing legal opinions.
4. Analyze facts, evidence, and precedents to arrive at logical conclusions.
5. Communicate effectively both verbally and in writing.
6. Establish and maintain effective working relationships with county officials, court officials, other attorneys, and the public.

**MANDATORY REQUIREMENTS:**

1. Doctor of jurisprudence degree, preferably supplemented by experience in the prosecution, function, or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.
2. Must be a member of the Oregon State Bar Association.
3. Valid Oregon driver's license.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position the employee is frequently required to sit, communicate, reach and manipulate objects. The position requires mobility, manual dexterity, and coordination for over 75% of the work period while operating equipment such as a computer keyboard, telephone, mouse, etc. Duties may involve moving materials weighing up to 10 pounds on a regular basis.

**WORKING CONDITIONS:**

The majority of duties take place in an indoor office with usual office working conditions. Outdoor travel between county buildings may be required for a short period each day. The noise level in the work environment is typical of most office environments.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not normally associated with this position.

**SUPERVISION RECEIVED:**

Works under the general supervision of the District Attorney.

# UNION COUNTY

## Job Description

**JOB TITLE:** Deputy District Attorney II **DEPARTMENT:** District Attorney

**APPROVED BY:** Administrative Officer **DATE:** June 20, 2016

### **PURPOSE OF POSITION:**

Position performs professional legal work in the investigation, preparation, and presentation of the cases prosecuted by the District Attorney; provides legal advice and services to County officials; performs related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

1. Prepares and presents cases for trial which includes reviewing the case, determining if the investigation is complete, interviewing and selecting appropriate witnesses, conducting legal research, preparing witnesses to present testimony, conducting direct and cross-examination, and drafting legal documents.
2. Performs intake procedures which includes reviewing incoming police reports and determining which charges, if any, will be filed and against whom on behalf of the District Attorney.
3. Prepares for and appears at various non-trial court appearances such as arraignments, release hearings, plea proceedings, show cause hearings, sentence hearings, mental commitment hearings, juvenile delinquency and dependency matters.
4. Negotiates potential case resolutions with defense counsel/defendants as appropriate and in accordance with facts, laws, and department policy.
5. Prepares subpoenas, search warrants, and arrest warrants.
6. Handles show cause hearings on child support contempt orders.
7. Prepares and presents court cases in child support enforcement.
8. Performs legal research and provides legal advice to County officials on matters affecting their operations; answers questions and prepares recommended interpretation outlining facts and applicable law.
9. Drafts ordinance and other legal documents.

10. On call to advise law enforcement officers, respond to crime scenes, and prepare search warrants.
11. Attend Grand Jury pursuant to statute and prepare indictments as appropriate.

**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 DEGREE ASSIGNED TO THIS JOB.**

**JOB QUALIFICATION REQUIREMENTS:**

1. Thorough knowledge of Oregon criminal law, rules of evidence, legal practices, procedures and terminology, investigative techniques, and court procedures.
2. Considerable knowledge of legal research methods and of methods for preparing legal documents associated with administrative and judicial proceedings, principles and procedures of civil law, and child enforcement regulations.
3. Able to organize, interpret, and apply legal principles and knowledge in conducting legal research and preparing legal opinions.
4. Analyze facts, evidence, and precedents to arrive at logical conclusions.
5. Communicate effectively both verbally and in writing.
6. Establish and maintain effective working relationships with department staff, county officials, court officials, other attorneys, and the public.

**MANDATORY REQUIREMENTS:**

1. Doctor of jurisprudence degree, preferably supplemented by experience in the prosecution, function, or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.
2. Must be a member of the Oregon State Bar Association.
3. Valid Oregon driver's license.
4. Experience as a Deputy District Attorney or significant equivalent work.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position the employee is frequently required to sit, communicate, reach and manipulate objects. The position requires mobility, manual dexterity, and coordination for over 75% of the work period while operating equipment such as a computer keyboard, telephone, mouse, etc. Duties may involve moving materials weighing up to 10 pounds on a regular basis.

**WORKING CONDITIONS:**

The majority of duties take place in an indoor office with usual office working conditions. Outdoor travel between county buildings may be required for a short period each day. The noise level in the work environment is typical of most office environments.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not normally a responsibility associated with this position.

**SUPERVISION RECEIVED:**

Works under the general supervision of the District Attorney.

# UNION COUNTY

## Job Description

**JOB TITLE:** Deputy District Attorney III **DEPARTMENT:** District Attorney

**APPROVED BY:** Administrative Officer **DATE:** June 16, 2016

### **PURPOSE OF POSITION:**

Position performs professional legal work in the investigation, preparation, and presentation of the cases prosecuted by the District Attorney; provides legal advice and services to County officials; performs related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

1. Prepares and presents cases for trial which includes reviewing the case, determining if the investigation is complete, interviewing and selecting appropriate witnesses, conducting legal research, preparing witnesses to present testimony, conducting direct and cross-examination, and drafting legal documents.
2. Performs in-take procedures which includes reviewing incoming police reports and determining which charges, if any, will be filed and against whom on behalf of the District Attorney.
3. Prepares for and appears at various non-trial court appearances such as arraignments, release hearings, plea proceedings, show cause hearings, sentence hearings, mental commitment hearings, juvenile delinquency and dependency matters.
4. Negotiates potential case resolutions with defense counsel/defendants as appropriate and in accordance with facts, laws, and department policy.
5. Prepares subpoenas, search warrants, and arrest warrants.
6. Handles show cause hearings on child support contempt orders.
7. Prepares and presents court cases in child support enforcement.
8. Performs legal research and provides legal advice to County officials on matters affecting their operations; answers questions and prepares recommended interpretation outlining facts and applicable law.
9. Drafts ordinance and other legal documents.



10. Assists in developing policies for consideration and implementation by the District Attorney.
11. Provide training, advice and input to the District Attorney's office, staff and appropriate agencies, organizations or individuals regarding practices, procedures, strategies, etc.
12. Attend Grand Jury pursuant to statute and prepare indictments as appropriate.
13. On call to advise law enforcement officers, respond to crime scenes, and prepare search warrants.

**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 DEGREE ASSIGNED TO THIS JOB.**

**JOB QUALIFICATION REQUIREMENTS:**

1. Thorough knowledge of Oregon criminal law, rules of evidence, legal practices, procedures and terminology, investigative techniques, and court procedures.
2. Considerable knowledge of legal research methods and of methods for preparing legal documents associated with administrative and judicial proceedings, principles and procedures of civil law, and child enforcement regulations.
3. Specific experience in criminal prosecutions.
4. Able to organize, interpret, and apply legal principles and knowledge in conducting legal research and preparing legal opinions.
5. Analyze facts, evidence, and precedents to arrive at logical conclusions.
6. Communicate effectively both verbally and in writing.
7. Establish and maintain effective working relationships with county officials, court officials, other attorneys, and the public.

### **MANDATORY REQUIREMENTS:**

1. Doctor of jurisprudence degree, preferably supplemented by experience in the prosecution, function, or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.
2. Must be a member of the Oregon State Bar Association.
3. Valid Oregon driver's license.
4. Experience as a Deputy District Attorney or significant equivalent work.

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position the employee is frequently required to sit, communicate, reach and manipulate objects. The position requires mobility, manual dexterity, and coordination for over 75% of the work period while operating equipment such as a computer keyboard, telephone, mouse, etc. Duties may involve moving materials weighing up to 10 pounds on a regular basis.

### **WORKING CONDITIONS:**

The majority of duties take place in an indoor office with usual office working conditions. Outdoor travel between county buildings may be required for a short period each day. The noise level in the work environment is typical of most office environments.

### **SUPERVISORY RESPONSIBILITIES:**

Supervision is not normally associated with this position.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the District Attorney.