



# Yamhill County

HUMAN RESOURCES / COUNTY EMPLOYMENT

Location: 434 NE Evans Street

Mailing Address: 535 NE 5<sup>th</sup> Street

McMinnville, Oregon 97128

(503) 434-7553 Fax

## **EMPLOYMENT OPPORTUNITY**

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**Job #DA15-057**

Opened 08/17/15

**Deputy District Attorney I**

**Regular full-time**

Closes August 28, 2015 at 3:00 p.m.

*Postmarks are not accepted.*

This is a full-time entry-level position for an attorney to maintain a misdemeanor caseload including trials, intake, motions, and other duties as assigned. Membership in the Oregon State Bar is required; 1 – 3 years' experience in prosecution is preferred. Bilingual/Spanish speaking candidates are encouraged to apply. Must pass a criminal background check.

For more information, including how to apply, visit the County website at [www.co.yamhill.or.us/hr](http://www.co.yamhill.or.us/hr).

Salary: \$4428 - \$4821/month anticipated at hire. Benefits include medical, dental, vision, life insurance, health savings, paid leaves, holiday, PERS and deferred compensation options.

Employees must be able to perform the essential functions of this classification with or without accommodation.

Yamhill County is an Equal Employment Opportunity Employer in full compliance with the ADA. All qualified applicants are encouraged to apply. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation. A completed County application form is required in order to be considered for employment.

*Please notify the Human Resources Office if you need accommodation or assistance with any part of our application process.*



<b>WORKING TITLE:</b> DEPUTY DISTRICT ATTORNEY I	<b>CLASSIFICATION:</b> DEPUTY DISTRICT ATTORNEY I
<b>DEPARTMENT:</b> DISTRICT ATTORNEY	<b>DIVISION:</b> DISTRICT ATTORNEY
<b>PAY RANGE:</b> YCDDA 22	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8820
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Reviews, prepares, and tries criminal cases. Presents juvenile delinquency and dependency cases in juvenile court. Provides related legal advice to law enforcement agencies, the juvenile department, and Children's Services Division. Prosecutes child support enforcement, consumer protection matters, and other functions designated by state statute. Performs related legal research and writing.

***SUPERVISION RECEIVED:***

Works under supervision of the District Attorney or a senior Deputy District Attorney who provides consultation on unusual and difficult cases and on department policy. Work is reviewed for conformance with state statutes, case law, legal ethics, other professional practices and standards, departmental policies and procedures, and overall results obtained.

***SUPERVISION EXERCISED:***

Supervision is not generally a responsibility of this position. Some supervision over law clerks or legal interns may be assigned.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Prepares criminal matters for and represents the State at trial, appeal, and related hearings.
- Screens criminal complaints brought to the district attorney's attention by private citizens and/or law enforcement personnel.
- Assists the district attorney in preparing or trying criminal or quasi-criminal cases and in administrative matters as requested.
- Interviews persons having pertinent information and conducts investigations to gather information necessary for criminal actions.
- Provides legal assistance and advice to law enforcement agencies in criminal matters; is available on call at all times for such advice and assistance.
- Presents cases to and questions witnesses before grand jury; prepares criminal indictments and subpoenas witnesses as directed by the grand jury.
- Prepares discovery, arrest, and search warrant affidavits, extradition requisitions and

other investigatory and pre-trial procedures.

- Advises and represents the juvenile department in juvenile delinquency and dependency proceedings.
- Reviews and prosecutes consumer protection actions.
- Reviews and prosecutes habitual traffic offender actions.
- Reviews and enforces child support matters involving spouses not receiving public assistance.
- Brings proceedings for collection of delinquent fines, costs, and bail or security forfeitures.
- Conducts legal research necessary for case preparation and/or office management to broaden legal background
- Keeps abreast of case law and legislation affecting state criminal laws.
- Performs other related work as required.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Legal principles, practices, court rules and terminology

#### **SKILL IN:**

- Assertive courtroom presentation of cases

#### **ABILITY TO:**

- Analyze facts, evidence, and precedents, and to arrive at logical conclusions
- Set forth findings of fact and decisions in concise written forms
- Interacting effectively with the public, witnesses, victims, and law enforcement personnel.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Graduation from an accredited school of law. Prior legal experience is desirable, but not required.

Must be a member of the Oregon State Bar at the time of appointment and must maintain membership in good standing through the term of employment.

#### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

#### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other

office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*