

DEPUTY DISTRICT ATTORNEY I, II, III
DEPUTY DISTRICT ATTORNEY 1-3 [Salary Schedule](#)

INTRODUCTION

The classifications within this deputy district attorney series perform professional legal work in preparation for trial and the trial and argument of cases prosecuted through the District Attorney's Office, prepare legal documents, provide legal advice to law enforcement officials, oversee legal and clerical support staff and assist less experienced attorneys in work activities.

This classification is unique in that all positions within the series perform, at least varying degrees of difficulty, all phases of case preparation and trial from the more-or-less routine to the most difficult cases (includes justice court, district and circuit courts, and Grand Jury) to supervising deputy district attorneys. The primary purpose of each level position, years experience, and direct trial team management determines appropriate level of placement and compensation.

Deputy District Attorney 1 The first level is defined for entry-level positions. Employees typically prosecute routine misdemeanor cases and are more closely supervised than Deputy district attorney 2 positions.

Deputy District Attorney 2 The second level typically prosecutes more difficult misdemeanor cases and felony cases and receives less supervision than deputy district attorney 1 positions.

Deputy District Attorney 3 The third level is for the experienced trial attorney who has demonstrated ability and sound judgment. Attorneys at this level are typically expected to competently handle any case assigned which may include performing legal work in a more specialized legal area such as child support enforcement, juvenile dependency and delinquency. This level receives minimum supervision.

Deputy District Attorney 4 The fourth level is for the fully experienced trial attorney who is also responsible for supervising a trial team consisting of attorneys and staff. Attorneys at this level are expected to competently handle the most difficult cases. Deputy district attorney 4 supervises other levels of attorneys in varying degrees and performs administrative duties as assigned by the District Attorney.

EXAMPLES OF PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed tasks.)

1. Prepare and present cases for trial in district, circuit and justice courts. Review case, determine all investigation is complete; interview and select appropriate witnesses; interview victims; research and respond to legal arguments; conduct legal research; prepare witnesses to present testimony; present case to Court conducting direct and cross examination; draft legal documents; counsel with defense attorneys.

2. Perform intake procedures; review incoming police or crime reports, determine if crime occurred to warrant prosecution and adequate evidence is available, draft appropriate legal documents, file formal charges.
3. Prepare and appear at various non-trial court appearances; pre-trial motions, pleas, sentencing, restitution, various hearings, arraignment.
4. Prepare and present cases to grand jury; represent the State in federal court and at appeals to Oregon Appellate Court.
5. Advise law enforcement officials regarding procedural questions; prepare legal documents; IE: search warrants, arrest warrants; request, direct and/or participate in case investigation and evidence evaluation.
6. Represent the State in child support, judicial dependency and delinquency matters, judicial and administrative proceedings.
7. Oversee case maintenance and legal paperwork of legal support staff.
8. Review state and federal case law and legislative and administrative changes.
9. Participate in or attend meetings of interagency special police crime teams, consumer protection unit, support enforcement, victim and witnesses services programs, etc. attend various community events to promote District Attorney's Office.
10. Prepare and maintain records, reports and statistical data.

Deputy District Attorney 3 & 4

In addition to above duties, the Deputy District Attorney 3 and 4 may be assigned the following program areas:

Child Support

1. Establish and maintain efficient office procedures in relation to case paper flow areas and oversee clerical support staff in a specialized program area such as child support.
2. Initiate court procedures regarding non-payment in child support areas; review cases for changes or compliance with child support guidelines; prepare legal documents.
3. Train support staff regarding child support legal changes; direct changes in forms or procedures; assist Child Support Enforcement Program Manager in managing program including budget preparation, gathering statistics, case activity compliance, development of policy and procedures; participate in selection of new staff.

Juvenile

1. Review custody and non-custody cases. Initiate and prosecute delinquency cases. Consult with and advise law enforcement agencies during investigations, including application to the Court for orders. Review police reports and make all charging decisions. Prepare case for preliminary hearing.

2. Initiate and prosecute dependency petitions involving physical and sexual abuse and neglect of children. Consult with State Office Services to Children and Families (SOSCF) and represent the Juvenile Department in dependency matters. Review SOSCF investigations, police reports, medical and psychiatric information to prepare dependency petitions for preliminary hearing.

3. Prepare delinquency and dependency proceedings for trial. Seek supplemental information and evidence. Prepare and argue pretrial motions. Present case to court for adjudication. Prepare and argue motions to compel compliance with court orders. Present case evidence for court determination of merit.

4. Advise and consult with Juvenile Department staff, SOSCF caseworkers, law enforcement officers, medical and school staff on matters of juvenile law, court policy and procedures, including detention and apprehension of juveniles, options in prosecution and disposition.

Deputy District Attorney 4

In addition to above duties, the Deputy District Attorney 4 may perform the following:

1. Represent the State and act as principal attorney in charge of preparation and presentation of cases of great importance.

2. Assist District Attorney in supervision of Deputy District Attorneys; assign cases and caseload allocations, coordinate trial teams, conduct team reviews, attend pretrial conferences and reviews, prepare daily schedules before various courts and grand jury, provide guidance to less experienced Deputy District Attorneys, evaluate work performance, participate in hiring.

3. Establish and maintain efficient office procedures in relation to case paper flow areas, oversee clerical support staff as directed by the District Attorney.

4. Answer inquiries from the public, news media, courts, law enforcement officials, attorneys; prepare press releases regarding cases.

5. Serve as chair or coordinator of various committees and teams such as multi disciplinary child abuse team, major crimes team, etc.

6. Represent the District Attorney in his absence; assist in establishing and maintaining department policies and procedures and setting up new programs.

7. Supervise a trial team consisting of attorneys and staff. Supervision includes using independent judgment to recommend discipline for trial team employees. The supervising District Attorney 4 is also responsible to use independent judgment in directing the work of employees on the trial team, evaluating employees' work performance and assigning trial team employees work.

KNOWLEDGE, SKILLS AND ABILITY REQUIRED BY THIS POSITION

Knowledge of: Thorough knowledge of legal principles, procedures, terminology, forms and legal analysis; thorough knowledge of substantive and procedural criminal (statutory and constitutional), civil including civil forfeiture laws, child support laws, tax and bankruptcy laws, administrative regulations and case law; thorough knowledge of administrative hearings, courtroom and trial procedures including state, federal, trial and appellate courts and Oregon rules of evidence; considerable knowledge of investigative techniques, scientific laboratory analysis techniques and

procedures for case preparation. **Skill in:** Forceful courtroom case presentation; analyzing facts, evidence, cases, statutes, and precedents to arrive at logical conclusions; proper technique in handling exhibits and documents; writing clear and concise reports, records, legal documents and statistical data. **Ability to:** Communicate effectively and persuasively in oral and written forms; manage legal cases including preparing and presenting cases for trial in court; analyze and evaluate statements of witnesses, victims and obtain evidence; analyze financial data as it pertains to child support enforcement; effectively negotiate cases with defense attorneys ; supervise and provide advice and guidance to attorney and support staff; make decisions independently in accordance with established policy and procedures, establish or monitor new policy, and use initiative and judgment in completing tasks and responsibility; work independently, use judgment during stressful situations and use time efficiently; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with other employees, clients, victims, witnesses, media, professionals, state agencies, law enforcement officials, attorneys, courts and the public.

Qualifications:

Deputy District Attorney 1 - Doctor of Jurisprudence Degree

Deputy District Attorney 2 - Doctor of Jurisprudence Degree and 2-4 years progressively responsible work experience as an attorney

Deputy District Attorney 3 - Doctor of Jurisprudence Degree and 4-6 years progressively responsible work experience as an attorney

Deputy District Attorney 4 - Doctor of Jurisprudence Degree, 6 or more years progressively responsible work experience as an attorney, and relevant experience supervising a trial team.

All levels - At time of appointment, must be a member of the Oregon Bar Association.

Certifications: Some positions may require additional licensure, certifications or memberships such as member of the Federal Bar. Some positions may require specialized experience.

SUPERVISORY CONTROLS OVER THIS POSITION

These positions work with guidance from the district attorney and general direction from a designated deputy district attorney 4. Employees are responsible for case development and completion. Work is reviewed for conformance to law and policy.

GUIDELINES

Work is performed within established department policy and procedures; federal, state, and county statutes, rules and regulations; criminal codes, Rules of Professional Ethics; court procedures and rules; Oregon Court of Appeals and Supreme Court case precedents, sentencing guidelines, Oregon Bar Association reference material and accepted procedures within legal profession. Incumbent must remain current on guidelines and use experience and considerable independent judgment in interpreting and choosing appropriate guidelines.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Regular and consistent attendance is required. Work is mostly sedentary and is performed in an office or courtroom setting; requires hearing voice conversations, keyboarding, lifting up to 14 pounds, sitting and walking.