

**OREGON**

## **DEPUTY DISTRICT ATTORNEY 1, 2, & 3**

# **\$72,238 - \$130,104 DOQ**

**New Increased Salary!**

*Plus Excellent Benefits*

*Apply By*

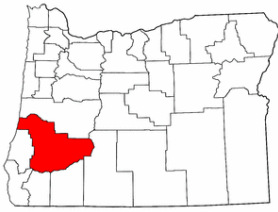
**October 29, 2023**

*(Applications Reviewed as Submitted, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?



Douglas County is known for its stunningly beautiful landscapes and some of the most amazing outdoor recreational opportunities provided by the County's four distinct seasons. The

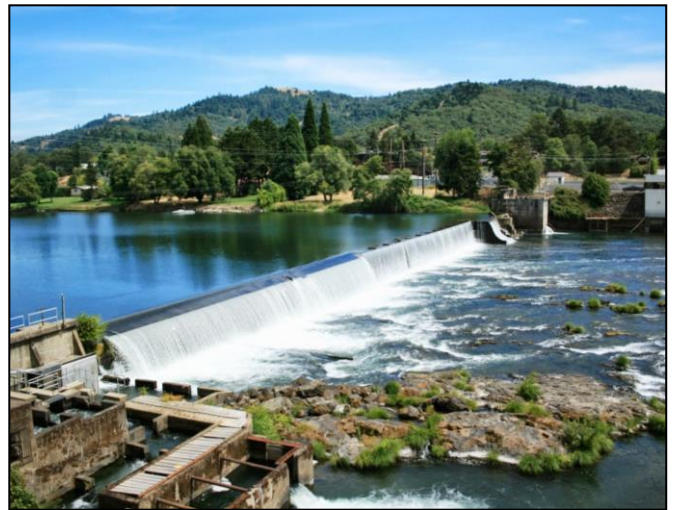
Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France, where Fall is pleasant and crisp, Winter is cool without much freezing, and Spring and Summer are vibrant and warm. Douglas County's county seat, Roseburg, is conveniently located on Interstate 5, roughly 67 miles south of Eugene and 96 miles north of Medford. Centrally located to camping, fishing, the high Cascades and Crater Lake, the beautiful Oregon coast, and the world-famous Wildlife Safari, activities in the area range from white water rafting to just plain relaxing. If you are looking to work with a team of dedicated staff to provide excellent services, this is the right position for you! Third-year Law students are encouraged to apply, as a Doctor of Jurisprudence Degree is only required at the time of hire.

## THE COMMUNITY

Douglas County covers 5,134 square miles and is one of two Oregon counties that extend from the Pacific Ocean to the Cascade Mountain Range. Known for its temperate climate, the County is home to over 50 parks ranging from large facilities with overnight camping, to small boat launching access points, and is often referred to as the "banana belt" of Oregon. Recreational activities are plentiful and include rafting and fishing on the world-famous Umpqua River, hiking on an extensive network of trails, biking next to vineyards, cross country skiing, snowmobiling, and exploring the beaches of the Pacific Ocean. Douglas County's 111,000 residents enjoy a quiet lifestyle, while only being a short distance from airports, shopping and cultural activities in Eugene and Portland.

Roseburg, the County seat, is the hub of many popular local events including the Douglas County Fair, a community theater, American Legion baseball, a free summer music concert series, and multiple parades. Roseburg is also home to first class medical facilities in Mercy Medical Center and the Roseburg Veterans Administration Health Care System.

The Douglas County economy is driven by the nearly 1.8 million acres of commercial forest lands contained within the County, resulting in approximately 25% of Douglas County's labor force being employed in the forest products industry which includes numerous sawmills and veneer plants, as well as one pulp and one particle board plant, and numerous shingle, shake, pole, and other wood products plants. Agriculture is also an important factor in the economy with field crops, orchards, and livestock included as major products. Top employers in the County include Roseburg Forest Products, Mercy Medical Center, Swanson Group Aviation, Seven Feathers Hotel & Casino, and Umpqua Bank.



## THE COUNTY

Douglas County was incorporated in January 1852 and is governed by a three-member Board of County Commissioners serving four-year overlapping terms. The Board of Commissioners is responsible for approving ordinances, adopting the County budget, setting standards for the use of County property, appointing non-elected officials, boards, commissions, and committees, and overseeing the operation of County departments with appointed department heads.

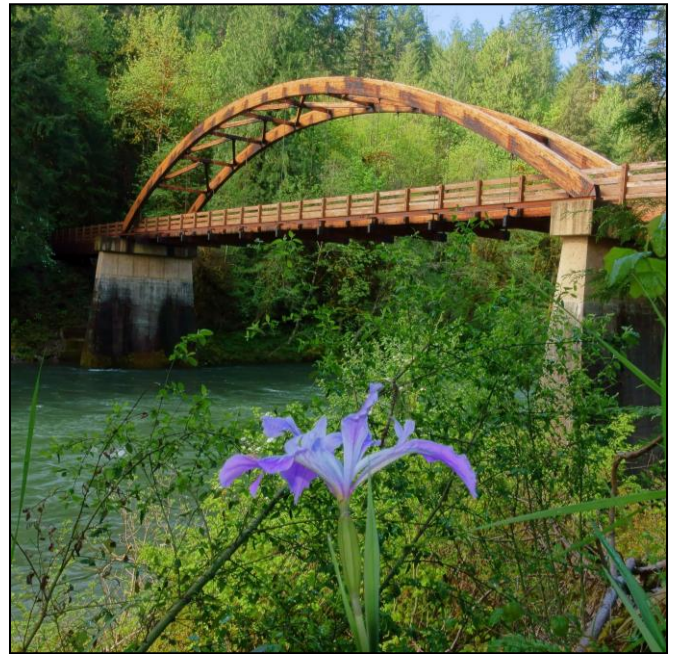
County Departments include: Assessor, Building, Building Facilities, Clerk, District Attorney, 911, Fairgrounds & Speedway, Human Resources, IT, Justice Courts, Juvenile, Management and Finance, Museum, Parks, Planning, Public Works, Salmon Harbor, Sheriff, Surveyor, Treasurer, and Veterans Services. Douglas County employs 697 FTEs and operates on a 2023 adopted budget of \$212,229,172.

## THE DEPARTMENT & POSITIONS

The District Attorney is an elected position in Douglas County and the official serves a four-year term as the prosecuting attorney for the State of Oregon in Douglas County. The District Attorney is responsible for prosecuting crimes in the County that violate State statutes, with the exception of cases filed in municipal courts, conducting grand jury sessions, and attending court sessions. As a State and County employee, the District Attorney's staff are employed by Douglas County. In addition to their primary duties, the District Attorney's Office administers the Victims Assistance program, which is designed to provide support to victims and witnesses throughout the legal process and the criminal justice system. The District Attorney's office currently has 4 Deputy District Attorney FTE positions open and 24 budgeted FTE positions from Legal Assistants to Deputy District Attorney's.

Working under guidance from the District Attorney and general direction from a designated Deputy District Attorney 4, these classifications 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. These classifications are 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.

To view the classifications and the main responsibilities of each designation, please view the attachment found [here](#).



## IDEAL CANDIDATE PROFILE

### Education and Experience:

**Deputy District Attorney 1:** Doctor of Jurisprudence Degree by time of hire. Third-year Law students are encouraged to apply.

**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.

### Necessary Knowledge, Skills and Abilities:

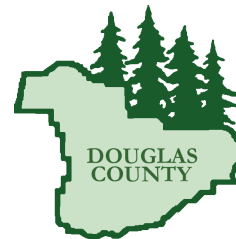
- Thorough knowledge of legal principles, procedures, terminology, forms, and legal analysis.
- Thorough knowledge of substantive and procedural criminal (statutory and constitutional), civil including civil forfeiture laws, child support laws, tax and bankruptcy laws, administrative regulations, and case law.
- Thorough knowledge of administrative hearings, courtroom and trial procedures, including state, federal, trial and appellate courts, and Oregon rules of evidence.
- Skill in writing clear and concise reports, records, legal documents, and statistical data, and communicating effectively and persuasively in oral and written forms.

- Considerable knowledge of investigative techniques, scientific laboratory analysis techniques and procedures for case preparation.
- Strong ability managing legal cases, including preparing and presenting cases for trial in court.
- Skill in forceful courtroom case presentation, analyzing facts, evidence, cases, statutes, and precedents to arrive at logical conclusions, and proper technique in handling exhibits and documents.
- The ability to analyze and evaluate statements of witnesses, victims, and obtaining evidence, and analyze financial data as it pertains to child support enforcement.
- Skill in effectively negotiating cases with defense attorneys, and supervise and provide advice and guidance to attorneys and support staff.
- Skill in making decisions independently in accordance with established policy and procedures, establishing or monitoring new policy, and using initiative and judgment in completing tasks and responsibility.
- The ability to work independently, using judgment during stressful situations and using time efficiently, and remaining calm and using good judgment during confrontational or high-pressure situations.
- Proven ability to courteously meet and deal effectively with other employees, clients, victims, witnesses, media, professionals, state agencies, law enforcement officials, attorneys, courts, and the public.

## COMPENSATION & BENEFITS

- **DDA1: \$72,238 - \$95,409 DOQ**
- **DDA2: \$83,574 - \$110,302 DOQ**
- **DDA3: \$98,508 - \$130,104 DOQ**
- Full-family Medical, Dental, and Vision Insurance.
- County-paid life, accidental death & disability, and long-term disability coverage.
- Oregon State Public Employees Retirement System. (PERS)
- Paid vacation, sick leave, and (10) paid holidays.
- DDA Leave – 16 hours annually in addition to the County's Leave Plan.
- Voluntary benefits include optional flexible spending accounts, deferred compensation retirement plan, STD and supplemental life coverage.
- On-site childcare center for County employees offered at a 20% discounted rate.

**For more information on  
Douglas County, please visit:  
[www.douglascounty-oregon.us](http://www.douglascounty-oregon.us)**



Douglas County is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 29, 2023** (Applications Reviewed as Submitted. Open Until Filled.) Applications will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "Open Recruitments", select "**Douglas County, OR – Deputy District Attorney 1, 2, & 3**", and click "**Apply Online**", or click [here](#).



**[www.prothman.com](http://www.prothman.com)**  
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