



Chief Deputy District Attorney
Class code: 01060
Employee Group: Management/Confidential
FLSA: Exempt
Salary Band: 15

I. Position Summary

Plans, organizes, and manages the activities of attorneys in the District Attorney's Office. Reviews, prepares, and prosecutes major felony cases. Acts as the District Attorney in the absence of the elected District Attorney.

II. Supervision Exercised

May act as a supervisor to various classifications.

III. Examples of Essential Position Duties

- Manages assigned functions to achieve goals with budgeted funds and available personnel; plans and organizes workloads and staff assignments, monitors progress, makes changes as needed to meet department goals and demands.
- Assigns, supervises, and evaluates the work of staff; advises and trains subordinates as necessary. Conducts performance evaluations, and initiates and implements disciplinary actions as warranted.
- Develops, recommends, and implements policy and procedure to assure efficient and effective operations in compliance with department goals and objectives.
- Screens cases submitted by law enforcement agencies to determine appropriate charges; drafts required documents; negotiates with defense attorneys regarding dispositions of cases. Prepares for trial as necessary; interviews crime victims to gather and provide information. Prosecutes the most complex cases as needed.
- Assists deputy attorneys in defining issues, negotiating, developing trial strategy, etc. Provides training and motivation to make full use of individual capabilities.
- Evaluates, recommends, and implements improvement to operations in area of responsibility. Develops and maintains systems and records that provide for proper evaluations, control and documentation of assigned operations.
- Assists in budget preparation for the department.
- Resolves inquiries, complaints, problems, or emergencies affecting the availability or quality of services. Coordinates assigned functions with other departments and agencies; provides advice and assistance as requested.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Working irregular hours is required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

- Knowledge of Oregon Revised Statutes, case law and administrative rules dealing with the criminal law and related areas.
- Knowledge of duties, powers, limitations, and responsibilities of the District Attorney's Office.

- Thorough knowledge of modern principles and practices of management and supervision.
- Ability to conduct legal research, analysis, and investigation of complex or sensitive criminal cases.
- Ability to plan, prepare, present and conduct case strategies to prosecute complex criminal cases.
- Ability to interpret and explain case law, statutes, ordinances, and procedures.
- Ability to manage complex case loads and maintain appropriate records, logs, and case files.
- Ability to monitor work schedules and evaluate the work of subordinates.
- Ability to develop and maintain effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Ability to communicate effectively, both orally and in writing.

V. **Minimum Requirements** (Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)

Education and Experience

- Juris Doctor Degree AND five years experience as a deputy district attorney; OR
- Juris Doctor Degree and any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Licenses, Certificates and Other

Valid Oregon State Driver’s License with an acceptable driving record. Member in good standing of the State Bar of Oregon.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Occasionally requires exerting up to 20 pounds of force to move objects. Minimum physical effort is required. Some positions require driving.

Working Environments

Work is performed in an office environment, may include exposure to disruptive people and travel.

VI. **Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management’s decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 12/11