



Deputy District Attorney I  
Class code: 01061  
Employee Group: Management/Confidential  
FLSA: Exempt  
Salary Band: 5

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#### I. Position Summary

Provides legal representation to prosecute a broad range of crimes in Circuit Court. May prepare and handle child support enforcement and modification hearings and trials. May prepare and present juvenile delinquency and dependency matters in the Circuit Court.

#### II. Supervision Exercised

None.

#### III. Examples of Essential Position Duties

- Reviews and evaluates factual and legal bases for cases filed to determine legal sufficiency. Prepares charges to be filed with the court.
- Prepares for motion hearings and trial through witness interviews, legal research, and investigation of facts and information; drafts, prepares, and files appropriate legal documents. Consults with law enforcement personnel regarding cases.
- Evaluates cases for appropriate disposition; prepares for and participates in plea negotiations with defense counsel as necessary.
- Organizes cases for trial; drafts and files legal documents and prepares questions and arguments necessary for hearings or trials; notifies and interviews witnesses; reviews evidence.
- Under general direction, conducts courtroom proceedings; determines strategy, organization, evidence presentation, appearance of witnesses, and jury instructions.
- Remains current on new laws, regulations, and procedures.
- Answers questions and provides information to law enforcement personnel, the public, victims, and others regarding general legal principles, the court process, and other related matters.
- 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 the duties and responsibilities of the District Attorney's Office.
- Knowledge of the principles, methods, and practices of legal research and writing.
- Knowledge of judicial procedure and rules of evidence.
- Ability to plan, prepare, present, and conduct case strategies for assigned cases.
- Ability to interpret and explain case law, statutes, ordinances, and procedures.
- Ability to manage heavy case loads and maintain appropriate records, logs, and case files.

- 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.

**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 and travel.

**Working Environments**

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

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