



Senior Deputy District Attorney  
Class code: 01063  
Employee Group: Management/Confidential  
FLSA: Exempt  
Salary Band: 13

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#### I. Position Summary

Plans, organizes, performs, and coordinates the prosecution of criminal cases for the county. Prepares and tries the more complex felony cases. Provides training and lead direction to less experienced deputy district attorneys.

#### II. Supervision Exercised

May act as a lead or supervisor to various classifications.

#### III. Examples of Essential Position Duties

- Provides lead direction and guidance to staff; assists deputy district attorneys in areas such as defining issues, providing advice and developing case strategy. Provides training and motivation to make full use of individual capabilities. Prepares and gives performance evaluations for assigned staff. Aids in the interviewing and selection of new attorneys. Oversees the implementation of office procedures and regulations.
- Coordinates assigned activities to achieve goals with budgeted funds and available personnel; plans and organizes workloads, monitors progress, makes changes as needed to meet goals and demands.
- Supervises homicide investigations and other police investigations when required by law or circumstance.
- Plans, prepares, and/or coordinates and oversees the preparation of major felony cases; researches legal issues and conducts or oversees thorough investigation of facts and information; reviews and drafts, or directs the preparation of legal documents. Organizes case for courtroom presentation and conducts the prosecution of cases.
- Presents and conducts courtroom proceedings; determines strategy, organization, evidence presentation, appearance of witnesses, and jury instructions.
- Remains current on new laws, regulations, and procedures and interprets information to advise staff or subordinates of any applicable changes in procedures to reflect revised legal requirements.
- Answers questions and provides information to the public, victims, and others regarding general legal principles, the court process, and other related matters.
- Assigns, supervises, and evaluates the work of assigned staff; advises, assists, and trains subordinates as necessary; initiates and implements disciplinary actions; conducts performance appraisals of subordinates; participates in the selection of new employees, and makes recommendations regarding the transfer and termination of subordinate employees.
- 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 modern supervisory principles.
- Knowledge of judicial procedure and rules of evidence.
- Ability to conduct legal research, analysis, and to draft legal memorandums and other pleadings.
- Ability to plan, prepare, present, and conduct case strategies for criminal 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 establish and maintain effective working relationships with employees, other agencies, and the general public.
- 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 four years criminal law experience; 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. Requires driving and travel.

**Working Environments**

Work is generally 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.