



## **Deputy District Attorney Lake County**

### **OVERVIEW OF THE POSITION**

Prosecutes misdemeanor and felony caseloads. Reviews police reports and requests follow-up investigations as necessary; charges offenses by information or indictment. Performs intake duties from submission of reports by police, to final resolution; drafts legal documents such as motions, orders, memoranda, diversion agreements, and search and arrest warrants with supporting affidavits.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reviews police reports and requests follow-up investigations as necessary; charges offenses by information or indictment.

Performs intake duties.

Drafts legal documents such as motions, orders, memoranda, diversion agreements, and search and arrest warrants with supporting affidavits.

Participates in case negotiations with defense attorneys which involves analyzing the case to determine its overall strength, evaluating the number and kinds of witnesses available, and determining what resolution is appropriate.

Prepares for hearings and trials in Circuit Court by reviewing reports, legal issues, and physical evidence surrounding the case, identifying and interviewing witnesses, conferring with police officers, and preparing trial notes.

Appears in Court to represent the State by presenting evidence and argument at arraignments, preliminary hearings, pretrial conferences, hearings on motions, trials, sentencing, and Grand Jury proceedings.

Conducts legal research necessary for case preparation; keeps abreast of Court decisions and legislation affecting the Oregon Criminal Code.

Serves as primary prosecutor for misdemeanor offenses which includes DUUI and misdemeanor assaults, thefts, etc., and may occasionally be required to prosecute some felony cases.

Handles civil commitment hearings and traffic cases when necessary.

Pursuant to ORS 8.780, each Deputy DA shall have the same qualifications as the District Attorney, and subject to the direction of the District Attorney, has the same functions as the District Attorney. Deputy District Attorneys shall serve at the direction and discretion of the

District Attorney and shall perform any and all job functions assigned by the District Attorney.

## **COMPENSATION**

This is a salaried, exempt, non-union position. Salary range: \$4,975 - \$6,477.

## **WORK SCHEDULE**

The normal work schedule is 8 hours per day 5 days per week, but exact schedules are assigned by management. It is the attendance standard of the employer that all employees be present and on time each shift they are scheduled to work. Full or partial absence during any scheduled shift, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or personal emergency.

## **OCCUPATIONAL CERTIFICATES / LICENSES**

Member in good standing of Oregon Bar.

Must possess a valid Oregon Driver's License, or be able to obtain one within 30 days of employment.

## **EDUCATIONAL / VOCATIONAL PREPARATION**

Graduation from accredited school of law, with some experience in the criminal law field preferred. Must be a member in good standing of the Oregon Bar at the time of appointment.

## **PHYSICAL DEMANDS**

**ENDURANCE-MOVING ABOUT:** Occasionally (up to 1/3 of the time)  
Move from location to location.

**ENDURANCE-OVERALL STRENGTH:** Sedentary Work  
Exerts force and/or lifts or carries objects weighing up to 10 pounds occasionally.

**SITTING:** Frequently (1/3 to 2/3 of the time)  
Remain in a seated position.

**LIFTING/CARRYING:** Occasionally (up to 1/3 of the time)  
Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder.

**BENDING/STOOPING:** Periodic - Does not occur on every shift  
Stoop by bending the body downward or forward by flexing the spine at the waist, and/or bend by extending the spine backward or from side to side.

**REACHING:** Occasionally (up to 1/3 of the time)  
Extend the hands and arms in any direction.

**TALKING:** Frequently (1/3 to 2/3 of the time)

Express or exchange ideas by means of the spoken word to impart oral information to the public and co-workers.

**HEARING:** Constantly (2/3 or more of the time)

Perceive the nature of sounds by the ear.

**SEEING:** Constantly (2/3 or more of the time)

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects.

## **LEARNING DEVELOPMENT DEMANDS**

**REASONING:** Advanced

Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phrases, and with a variety of abstract and concrete variables.

Comprehend the most abstruse classes of concepts.

**MATHEMATICAL:** General

Compute discount, interest, profit and loss; commission, markup, and selling price; ratio and proportion, and percentage. Calculate surfaces, volumes, weights, and measures. Calculate algebraic variables and formulas.

**READING:** Advanced

Read literature, book and play reviews, analytical scientific and technical journals, abstracts, detailed financial reports, and complex legal documents.

**WRITING:** Advanced

Write advanced analytical and/or creative material such as complex legal documents, etc.

**SPEAKING:** Advanced

Speak very knowledgeably and extemporaneously on advanced theories, analytical issues, and items of debate; be highly persuasive.

## **TEMPERAMENT REQUIREMENTS**

**DIRECTING/CONTROLLING**

Accept responsibility for formulating plans, designs, practices, policies, methods, regulations, and procedures for operations or projects; negotiate with individuals or groups for agreements or contracts.

**INFLUENCING**

Write, demonstrate, or speak to persuade and motivate people to change their attitudes or opinions, participate in a particular activity, or purchase a specific commodity or service.

**VARIATION**

Make frequent changes of tasks involving different aptitudes, technologies, techniques,

procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

**PRECISION**

Adhere to and achieve exact levels of performance, preparing exact verbal and numerical records to attain specified standards.

**INTERPERSONAL**

Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions.

**DECISIVE**

Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

**RELATIONSHIP REQUIREMENTS**

**DATA: Compiling**

Gather, collate, or classify information; report and/or carry out a prescribed action in relation to the information.

**PEOPLE: Negotiating**

Exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions.

**CONCURRENCE**

I concur with the job duties and listed elements as defined in this job description.

\_\_\_\_\_  
Employee's Signature                      Date

**DIRECTION/CHANGE**

Accepts direction and change.

----- ACKNOWLEDGMENT -----

This job description is intended to provide an overview of the requirements of the position. It is not necessarily all inclusive, and the job may require other essential and/or non-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The County reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description is intended to create a contract of employment of any type. Employment is "at-will" and may be terminated at any time by the employee or employer with or without cause or notice.