

LANE COUNTY
Job Code: *N4610/*N4611
Revised: 10/92
Revised: 08/19/09
*(Previous job codes: G005, G015,
and G016)*

SENIOR PROSECUTOR - N4611
SENIOR PROSECUTOR (Working title Supervising Senior Prosecutor) - N4610

DEFINITION

To perform the most difficult and responsible types of trial duties, and provide counsel to the District Attorney on the most complex and sensitive cases and projects. The Senior Prosecutor serves at the will of the District Attorney.

CLASS CHARACTERISTICS

This is the master level class in the Deputy District Attorney series. The Deputy District Attorney is a career series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Felony prosecutions assigned to employees in this classification include preparing and trying death penalty cases. Employees at this level are expected to competently handle more difficult cases, perform a greater variety of administrative duties and provide response to more complex questions than the Deputy District Attorney 3.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Attorney or the Chief Deputy District Attorney.

Exercises technical and functional supervision over technical and support staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Assists District Attorney or Chief Deputy District Attorney in supervision of Deputy District Attorneys, as assigned. Exercises technical and functional supervision and provides direction on difficult case matters. Directs plans and oversees prosecution and administrative functions in a major work unit.

Coordinates and schedules training and education programs with outside agencies and personnel.

Serves as chair or coordinator of committees and teams.

Assists in establishing and maintaining department policies and procedures and setting up new programs.

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Senior Prosecutor (continued)

EXAMPLES OF DUTIES (con't)

Prepares and tries aggravated murder and death penalty cases on behalf of the state.

Prepares and tries complex and major crimes, including murder and sex crimes, particularly child sexual abuse and exploitation cases.

Participates in determination of final plea negotiations in mandatory sentencing cases, murder cases, and aggravated murder cases, including decision to seek death penalty; recommends granting immunity, reduced charges or sentencing concessions.

Evaluates and prosecutes complex, highly publicized and sensitive cases.

Coordinates trial teams.

Provides guidance to Deputy District Attorneys regarding department policies, procedures and legal strategy.

Answers inquiries from the public, news media, courts, law enforcement officials, and attorneys.

Advises and consults with law enforcement officers, outside agencies, medical staff and others on matters of law, court policy and procedure.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of criminal law and procedures.

Principles of psychology and psychiatry related to criminal behavior.

Professional responsibility and ethics.

Applicable laws, ordinances, basic supervisory practices, and departmental policies and procedures.

Principles and practices of supervision, training and personnel management and performance evaluation.

Principles and practices of investigation and investigative techniques.

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Senior Prosecutor (continued)

Knowledge of: (con't)

Principles and practices of negotiation and conflict resolution.

Judicial procedure and administrative proceedings.

Rules of evidence; statutes, rules and case law relating to Grand Jury proceedings.

Criminal procedures and prosecutorial immunity and liability.

Legal research procedures and methods.

Basic principles of forensics.

Media relations.

Modern office procedures, methods and computer equipment.

Demonstrated Skill in:

Identifying and recommending realistic alternative solutions to problems.

Organizing, interpreting and applying complex legal principles.

Making decisions independently in accordance with established policy and procedures.

Working independently, using sound judgment during stressful situations.

Properly interpreting, evaluating and making decisions in accordance with the law.

Conducting research on complex legal problems.

Providing accurate and practical legal advice.

Analyzing facts, evidence and precedents.

Writing complex legal papers and reports, setting forth findings of facts and decisions in concise written form.

Presenting cases in the courtroom skillfully.

Establishing and maintaining effective working relationships with those contacted in the course of work.

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Senior Prosecutor (continued)

Demonstrated Skill in: (con't)

Working effectively with co-workers, and others from diverse backgrounds.

Communicating clearly and concisely, both orally and in writing.

Using computers and applicable computer application software.

Experience and Training

Training:

A Juris Doctorate from an accredited law school.

Experience:

Six or more years of responsible legal experience as a prosecuting attorney working in a court of general jurisdiction including at least two years of experience prosecuting complex criminal cases. Experience must include at least one year of lead experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Member of the Oregon State Bar at time of appointment.

Possession of a valid Oregon Driver's License.

Revisions in classification specifications and combining Job Codes G005 (Sr. Prosecutor 1), G015 (Sr. Prosecutor 2) & G016 (Sr. Prosecutor 3) into Job Codes N4610/N4611 (Senior Prosecutor) are per Fox Lawson conversion approved August 19, 2009 by Board Order 09-8-19-2.

Job specifications for Senior Prosecutor N4611 are identical to Senior Prosecutor N4610 except that N4610 has a working title of Supervising Senior Prosecutor, with a team reporting to the position, and incumbents of N4610 are at a higher salary grade.