

LANE COUNTY
Job Code: *N4615
Established: 04/93
Revised: 08/19/09
(Previous Job Code: G001)

DEPUTY DISTRICT ATTORNEY 1

DEFINITION

To perform professional legal work and support services in the Office of the District Attorney. The Deputy District Attorney 1 serves at the will of the District Attorney. Incumbents of the position are responsible for performing a full range of duties.

CLASS CHARACTERISTICS

This is the entry/developmental 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. Employees at this level evaluate cases and determine what actions to pursue, including negotiating pleas, trying misdemeanor cases and presenting sentencing recommendations. Employees at this level receive supervision and instruction while learning job tasks, but as experience is gained the degree of supervision lessens. Employees at this level are not expected to perform with the same independence of direction and judgment as those positions allocated to the 2 level.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Attorney, Chief Deputy District Attorney, or lead attorney.

Directs support staff in work processes.

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

Determines if criminal charges should be filed; examines and analyzes police reports and evidence; reviews legal issues and parameters; requests further investigation when necessary.

Prepares formal charges; conducts preliminary court appearances for arraignments, bail setting and bargained pleas; negotiates resolution of cases with defense attorneys.

Prepares trial strategy to prosecute criminal cases; reviews evidence for completeness and accuracy; analyzes admissibility and determines presentation of witnesses and evidence; litigates pre-trial motions; interviews and prepares witnesses for testifying; prepares legal briefs and oral arguments.

LANE COUNTY
Deputy District Attorney 1 (continued)

EXAMPLES OF DUTIES (con't)

Litigates criminal cases; contacts, subpoenas and schedules witnesses for court appearances; examines prospective trial jurors to select an impartial jury; examines and cross-examines witnesses; presents opening statements and closing arguments.

Formulates and recommends appropriate sentences based on criminal conviction; evaluates pre-sentence investigation reports; discusses sentencing possibilities with victims and law enforcement personnel; presents evidence and witnesses to support sentencing recommendations.

Researches and drafts legal opinions and memoranda.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of criminal law and procedure.

Applicable laws, ordinances, and departmental policies and procedures.

Principles and practices of investigation.

Principles and practices of negotiation and conflict resolution.

Judicial procedure and rules of evidence.

Legal research procedures and methods.

Modern office procedures, methods and computer equipment.

Demonstrated Skill in:

Organizing, interpreting and applying complex legal principles.

Analyzing and understanding applicable factual matters.

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

Conducting research on complex legal problems.

Analyzing facts, evidence and precedents.

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Deputy District Attorney 1 (continued)

Demonstrated Skill in: (con't)

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

Presenting cases in the courtroom skillfully. Withstanding intense pressures of a trial practice.

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

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:

One year of legal experience as a prosecuting attorney working in a court of general jurisdiction preferred. Must possess good scholastic record.

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 are per Fox Lawson conversion approved August 19, 2009 by Board Order 09-8-19-2.