

UMATILLA COUNTY POSITION DESCRIPTION

Department: District Attorney's Office

Employee Name:

Position Title: Deputy District Attorney

Salary Range: DDA IV R 36

Union Covered: YES

BOLI Exempt: YES

GENERAL DESCRIPTION OF POSITION

Defends the Federal and State constitutions. Acts as an officer of the Court and deputy to the chief law enforcement official in the county. Performs functions of a deputy district attorney at the felony/circuit court level. Reviews reports from various police agencies, makes charging decisions, prepares charging documents, prepares cases for trial, prepares witnesses, assists victims, does legal research, briefs issues for hearings, does motion practice, represents the state at court proceedings, offers legal advice to police, county and state officials, reports to crime scenes when called, participates in an on-call list rotation for after-hours access for local law enforcement agencies.

SUPERVISORY RELATIONSHIPS

Answers directly to the District Attorney. When requested to do so, acts in a supervisory capacity over office staff and other deputy DAs. Make decisions at crime scenes involving county major crime team.

PRINCIPAL DUTIES OF POSITION

1. Prosecutes all felony cases in assigned Circuit Court unless otherwise directed. Reviews for prosecution all incoming matters including but not limited to homicide, robbery, burglary, Theft, weapons, drugs, assaults, kidnaps, and other person felonies. Make Charging decisions. Requests follow up investigations as required.
2. Prepares charging documents and participates in presenting cases to the Grand Jury.
3. Negotiates cases filed with defense attorneys and represents the state in all Circuit Court matters requiring the district attorney's participation.
4. Responsible for advising and assisting police in protection the constitution while enforcing the law and works closely with all local law enforcement agencies for the investigation, prosecution and appropriate resolution of criminal cases.

OTHER DUTIES OF POSITION

1. Assist and advise jail staff on release decisions and inmate law issues.
2. Prosecute felonies committed by inmates at State Correctional Institutions.
3. Represent the state in cases when assigned deputies not available.
4. Deal with crime victim and witness issues.
5. Maintain rapport with court staff, police, and office staff. Attend staff meetings and provide pertinent input as necessary.
6. Offer legal advice and research as directed by the District attorney.
7. Flexibility to travel to Hermiston if duties require.

8. Perform other duties, professional and departmental, as determined necessary and assigned by the District Attorney.

REQUIREMENTS FOR POSITION

The person who fills this position must hold a Doctorate of Jurisprudence from an accredited law school and be a member in good standing with the Oregon State Bar Association. The person will undergo an extensive legal background check. The person must possess a commitment to team work and a strong motivation and ability to work with different agencies and individuals in dealing with crime. The person must have respect for a wide range of lifestyles, sensitivity to difficult issues and a positive outlook. The person must have the ability to prioritize work and be able to work alone with little or no supervision at times. The person must have the ability to remain firm in their efforts to seek Justice. Computer and Word users skills preferred. At least 2 years' experience as a district court deputy or equivalent work-related experience is required.

MISSION STATEMENT

A prosecutor should act not as a partisan eager to convict, but as an officer of the court, whose duty it is to aid in arriving at the truth in every case... The District Attorney is not a mere legal attorney. He or She is a sworn minister of justice.

FOR HUMAN RESOURCES USE ONLY

Position Number: _____

Position Approved BCC: _____

Position Reviewed: _____

Employee's Signature/Date