

WORKING TITLE: DEPUTY DISTRICT ATTORNEY III	CLASSIFICATION: DEPUTY DISTRICT ATTORNEY III
DEPARTMENT: DISTRICT ATTORNEY	DIVISION: DISTRICT ATTORNEY
PAY RANGE: YCDDA 29	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8820
PPE: PER WORK LOCATION	REVISION DATE: MARCH 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Reviews, evaluates, and prosecutes complex criminal cases. Provides related legal advice to law enforcement agencies investigating crimes. Advises, counsels, and conducts special training for Deputy District Attorneys and Law Enforcement Personnel. Performs other related work as required.

SUPERVISION RECEIVED:

Works under the supervision of the District Attorney and Chief Deputy District Attorney, who provide consultation on unusual and difficult cases and on department practices and policies. Work is reviewed for conformance with state statutes, case law, legal ethics, other professional practices and standards, department policies and practices, and overall results obtained.

SUPERVISION EXERCISED:

Supervision is not generally a responsibility of this class. Some supervision over law clerks or legal interns may be assigned, as well as responsibility for training and advising Deputy District Attorney I and Deputy District Attorney II employees. May periodically perform assigned administrative or higher-level duties in the absence of the District Attorney and Chief Deputy District Attorney.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Prepares criminal matters for and represents the State at trial, appeal, and related hearings.
- Screens criminal complaints brought to the district attorney's attention by private citizens and/or law enforcement personnel.
- Assists the District Attorney and Chief Deputy District Attorney in preparing or trying criminal or quasi-criminal cases and in administrative matters when so requested.
- Provides legal assistance and advice to law enforcement agencies in criminal matters; is available for on-call assignment for such advice and assistance.
- Presents cases to and questions witnesses before the grand jury; prepares criminal indictments and subpoenas witnesses as directed by the grand jury.
- Prepares discovery, arrest, and search warrant affidavits, extradition requisitions, and

other investigatory and pre-trial procedures.

- Provides lead assistance to Deputy District Attorney I and Deputy District Attorney II employees regarding case law and case strategy.
- Teaches basic criminal law and search and seizure to law enforcement.
- Conducts legal research necessary for case preparation and/or office management to broaden legal background; keeps current on case law and legislation affecting state criminal laws.

JOB SPECIFICATION

COMPREHENSIVE KNOWLEDGE OF:

- Criminal law
- Legal principles
- Rules of evidence
- Sentencing guidelines
- Court rules
- Oregon Rules of Professional Conduct

REQUIRED SKILLS:

- Research, interpret and apply legal principles and procedures.
- Analyze and organize facts and evidence.
- Present cases in court professionally and persuasively.
- Provide accurate and practical legal advice.
- Communicate effectively and professionally both orally and in writing.

ABILITY TO:

- Train, mentor, and coach.
- Analyze facts, evidence, and precedents to arrive at logical conclusions, and to set forth findings of fact and decisions in concise written forms.
- Establish and maintain effective, professional working relationships with government officials, the public, witnesses, victims, law enforcement personnel, court personnel, prosecuting and defense attorneys and the public.
- Stay ahead of deadlines.
- Accept responsibility for work and prioritize work-related tasks appropriately.
- Attend work in person as scheduled and/or required by management. This is not a teleworking position.
- Professionally and tactfully manage conflict and sensitive situations.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited school of law AND five or more years of prosecution experience required. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above. Jury trial experience required.

Must be a member of the Oregon State Bar at the time of appointment and must maintain membership in good standing through the term of employment.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to the successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbents may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend, or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.