



TITLE: DEPUTY DISTRICT ATTORNEY I	CLASSIFICATION: DEPUTY DISTRICT ATTORNEY I
DEPARTMENT: DISTRICT ATTORNEY	DIVISION: DISTRICT ATTORNEY
PAY RANGE: YCDDA 22	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8820
PPE: PER WORK LOCATION	REVISION DATE: MAY 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Reviews, prepares, and tries criminal cases with the aim of protecting the public by delivering justice. May prosecute other functions designated by state statute. Provides advice to law enforcement agencies related to criminal matters. Performs legal research and writing, and other related work as required.

Deputy District Attorneys are in a position of public trust. They are expected to maintain the highest ethical standards, exhibit integrity, and exercise good judgment and common sense with respect to their employment.

SUPERVISION RECEIVED:

Works under the supervision of the District Attorney, Chief Deputy District Attorney, or such other Senior Deputy District Attorneys as directed. 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 position. Some supervision over law clerks or legal interns may be assigned.

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 law enforcement personnel.
- Assists the 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.

- Prepares discovery, arrest, and search warrant affidavits, extradition requisitions, and other investigatory and pre-trial procedures.
- Conducts legal research necessary for case preparation and/or office management to broaden legal background; maintains knowledge of current case law and legislation affecting state criminal laws.

JOB SPECIFICATION

KNOWLEDGE OF:

- Legal principles, practices, court rules and terminology.
- Oregon State Bar Rules of Professional Ethics
- Rules of Yamhill County Circuit Court

SKILL IN:

- Professional courtroom presentation of cases. Oral and written communication skills with the ability to persuasively present facts and evidence to judges and juries.
- Effectively work with others as part of a team.
- Possess good judgment, honesty, and integrity.

ABILITY TO:

- Analyze facts, evidence, and precedents to arrive at logical conclusions, and to set forth findings of fact and decisions in concise written forms.
- Interact effectively and professionally with the public, witnesses, victims, and law enforcement personnel.
- 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. Prior legal experience is desirable, but not required.

Must either be a member of the Oregon State Bar in good standing at the time of appointment, a member of another state bar with the ability to obtain reciprocal admission to the Oregon State Bar. or registered for the July 2025 bar exam. If taking the July 2025 bar exam, employment is conditioned upon passage of the exam and subsequent admission to the Oregon State Bar. 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 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. Incumbent may encounter frequent interruptions throughout the work day.

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 home or 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.