



TITLE: DEPUTY DISTRICT ATTORNEY II	CLASSIFICATION: DEPUTY DISTRICT ATTORNEY II
DEPARTMENT: DISTRICT ATTORNEY	DIVISION: DISTRICT ATTORNEY
PAY RANGE: YCDDA 27	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8820
PPE: PER WORK LOCATION	REVISION DATE: JANUARY 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Reviews, prepares, and tries criminal cases. Presents juvenile delinquency and dependency cases in juvenile court. Provides related legal advice to law enforcement agencies and the juvenile department. Prosecutes child support enforcement, consumer protection matters, habitual traffic offender proceedings, and other functions designated by state statute. Performs related legal research and writing. Work involves cases and duties requiring an advanced level of experience and ability. Performs other related work as required.

SUPERVISION RECEIVED:

Works under the supervision of the District Attorney, Chief Deputy District Attorney, or such other senior 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 class. 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 private citizens and/or law enforcement personnel.
- Assists the district attorney in preparing or trying criminal or quasi-criminal cases and in administrative matters when so requested.
- Interviews persons having pertinent information and conducts investigations to gather information necessary for criminal actions.
- Provides legal assistance and advice to law enforcement agencies in criminal matters; is available on-call at all times 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.
- Advises and represents the juvenile department in juvenile delinquency and dependency proceedings.
- Reviews and prosecutes consumer protection actions.
- Reviews and prosecutes habitual traffic offender actions.
- Formulates and administers prosecution and guidelines for the Support Enforcement Division.
- Initiates court actions to establish judgments.
- Investigates child support non-payment.
- Negotiate settlements and payment arrangements.
- Enforce child support orders through a variety of civil and criminal remedies.
- Conduct judgment debtor examinations.
- Initiate garnishment of bank accounts and assignments of wages, place liens on properties, and initiate seizure of assets.
- Prepare for and attend court proceedings regarding establishing arrears and modification of support orders.
- Brings proceedings for collection of delinquent fines, costs, and bail or security forfeitures.
- Conducts legal research necessary for case preparation and/or office management to broaden legal background; keeps abreast of case law and legislation affecting state criminal laws.

JOB SPECIFICATION

KNOWLEDGE OF:

- Legal principles, practices, court rules, and terminology.

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 and organizational skills.

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 AND three or more years of criminal

prosecution experience required. Candidates interested in a position in the support enforcement division may substitute three years of relevant domestic relations experience for criminal prosecution. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above. Jury trial experience.

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.