



CLASSIFICATION NO. 764

Established: 1/93

Revised & Reactivated: 6/01

FLSA: Exempt

EEO: 2

DEPUTY DISTRICT ATTORNEY 1

CLASS CHARACTERISTICS

Under general supervision, to evaluate and prosecute misdemeanor and traffic cases; to provide legal advice to law enforcement agencies investigating these crimes; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The District Attorney's Office prosecutes crimes committed in Clackamas County and provides legal and support services to ensure expedient criminal prosecutions, child support enforcement and assistance to crime victims.

The Deputy District Attorney 1 performs professional legal work and is the entry level classification in the Deputy District Attorney series. Incumbents evaluate cases and determine what actions to pursue, including negotiating pleas, trying cases and presenting sentencing recommendations. Specialized duties are also assigned and rotated among incumbents, such as intake evaluation, special Oregon Administrative Rules case prosecution, post conviction relief case research, and preparation and presentation of motions.

The Deputy District Attorney 1 differs from the Deputy District Attorney 2 by its concentration on misdemeanor case prosecution and by its level of involvement in non-prosecutorial duties.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Determines if criminal charges should be filed; examines and analyzes police reports and evidence; reviews legal issues and parameters; requests further investigation when necessary.
2. Prepares formal charges; conducts preliminary court appearances for arraignments, bail setting and bargained pleas; negotiates resolution of cases with defense attorneys.
3. Prepares trial strategy to prosecute misdemeanor 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.
4. 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.

5. 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.
6. Provides support and assistance to victims; assists in obtaining counseling and other victim services; informs victims of case proceedings; releases case information to the media.
7. Analyzes probation violation reports to determine whether to proceed with probation violation hearings; presents evidence and examines witnesses; recommends sentencing.
8. Provides assistance to higher level Deputy District Attorneys in preparing cases for trial, including research, investigation and analysis.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Principles and practices of criminal law; principles and techniques of judicial procedure and rules of evidence; statutes, rules and case law relating to detention, arrest, search and seizure, self-incrimination, right-to-counsel, other criminal procedures and prosecutorial immunity; techniques of persuasion; legal research procedures and methods; principles and techniques of negotiation; sentencing guidelines; police investigation techniques; professional responsibility and ethics.

Basic knowledge of: Principles of forensics, psychology and psychiatry related to criminal behavior.

Skill to: Interpret and apply legal principles and procedures; analyze and organize facts and evidence; research, analyze and prepare legal documents; effectively and persuasively present facts, evidence, precedents and recommendations to judges and juries; provide accurate and practical legal advice; obtain cooperation from young and/or traumatized crime victims; communicate effectively, both orally and in writing; establish and maintain effective working relationships with government officials, law enforcement and court personnel, prosecuting and defense attorneys and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Member of the Oregon State Bar.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

OTHER INFORMATION

Incumbents in the Deputy District Attorney 1 classification may be promoted to open positions in the Deputy District Attorney 2 classification.