



CLASSIFICATION NO. 765
Established: 1/93
Revised & Reactivated: 6/01
FLSA: Exempt
EEO: 2

DEPUTY DISTRICT ATTORNEY 2

CLASS CHARACTERISTICS

Under direction, to evaluate and prosecute complex misdemeanors and non-support and property felony 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 2 performs professional legal work and is the journey level classification in the Deputy District Attorney series. Deputy District Attorneys 2 are assigned to either criminal prosecution or child support enforcement. Incumbents evaluate a variety of criminal or nonsupport felony cases and determine what actions to pursue, including negotiating pleas or settlements, pursuing forced collection options, trying cases and presenting sentencing recommendations. Specialized criminal prosecution duties may be assigned, such as intake evaluation, arson and hazardous waste prosecution, special advisory group or board liaison and review of returned search warrants and expungements.

The Deputy District Attorney 2 differs from the Deputy District Attorney 3 by its involvement in felony cases that relate primarily to property and non-support, rather than in cases involving crimes against persons. It also differs from the Deputy District Attorney 1, which is considered the entry level in the series, primarily prosecuting a variety of misdemeanor cases, and supporting higher levels of Deputy District attorney in case research, investigation and analysis, and in assisting with case preparation for trial.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Determines if sufficient evidence exists to approve cases for presentation to the Grand Jury; examines and analyzes police reports and evidence; reviews legal issues; participates and requests further investigation when necessary.
2. Investigates non-payment of child support; initiates court actions to establish judgments; negotiates settlements and payment arrangements; enforces child support orders through persuasion, forced collections and contempt and criminal actions.

3. Pursues formal indictment process; presents evidence and examines witnesses before Grand Jury for a charging decision; interviews, prepares and subpoenas witnesses to testify; provides legal instruction to jury members.
4. Processes return indictments and conduct court arraignment appearances; presents indictments to judge and recommends bail amounts; makes pre-trial release recommendations; negotiates case resolution with defense counsel; conducts plea appearances.
5. Litigates pre-trial motions and prepares trial strategy to prosecute criminal cases; analyzes admissibility and determines presentation of witnesses and evidence; subpoenas and prepares witnesses for testifying; prepares legal briefs and oral arguments; coordinates prosecution of multi-jurisdictional felonies and felons.
6. Litigates criminal cases; contacts, subpoenas and schedules trial witnesses; examines prospective trial jurors to select an impartial jury; examines and cross-examines witnesses; argues objections and mid-trial motions; presents closing arguments.
7. Formulates and recommends appropriate sentences based on criminal conviction; evaluates pre-sentence investigation reports; presents evidence and witnesses to support sentencing recommendations.
8. 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.
9. Analyzes probation violation reports to determine whether to proceed with probation violation hearings; presents evidence and examines witnesses; recommends sentencing.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Child support enforcement laws, regulations, policies and procedures; judicial and administrative proceedings; statutes, detention, arrest, search and seizure, self-incrimination, right-to-counsel, techniques of persuasion; sentencing guidelines; child support forced collection techniques; laws and procedures of extradition; legal research procedures and methods; principles and techniques of negotiation; police investigation techniques; professional responsibility and ethics.

Working knowledge of: Principles and practices of criminal law; rules of evidence; rules and case law relating to grand jury proceedings, criminal pleading; other criminal procedures and prosecutorial immunity and liability; basic principles of forensics; principles of psychology and psychiatry related to criminal behavior; laws relating to forfeiture of property by felons.

Skill to: Interpret and apply legal principles and procedures; analyze and organize facts, evidence and other case documentation; research, analyze and prepare legal documents; develop effective strategies and legal pleadings; effectively and persuasively present facts, evidence, precedents and recommendations to judges and juries; provide accurate and practical legal advice; obtain cooperation from young, reluctant and/or traumatized crime victims; negotiate, settle and force collections of child support judgments; 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: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

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 2 classification may be promoted to open positions in the Deputy District Attorney 3 classification.