



CLASSIFICATION NO. 766
Established: 1/93
FLSA: Exempt
EEO: 2

DEPUTY DISTRICT ATTORNEY 3

CLASS CHARACTERISTICS

Under general direction, to evaluate and prosecute complex, highly publicized and sensitive felony cases; to supervise or lead a project, section or team of professional, paraprofessional or support staff; to provide legal advice to law enforcement agencies investigating crimes; to advise, counsel and conduct special training for Deputy District Attorneys and law enforcement personnel; 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 3 performs professional legal work and is the advanced-journey level classification, and the initial supervisory level, within the Deputy District Attorney series. Incumbents are assigned to criminal prosecution, Juvenile prosecution or child support enforcement. Felony prosecutions assigned to this classification focus on crimes against persons, such as homicide, sexual and/or physical abuse, assault, rape and specialized duties such as intake evaluation, arson and hazardous waste prosecution. The Deputy District Attorney 3 may also perform assigned higher level duties in the absence of the Deputy District Attorney, Senior.

The Deputy District Attorney 3 differs from the Deputy District Attorney 2, that prosecutes primarily simple felony cases, such as property crimes, and does not lead/supervise other professional attorneys, nor prosecute the highest level felony cases. It also differs from the District Attorney, Senior, which acts as manager of a major work unit.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Assists in the development, recommendation and implementation of administrative policies and procedures related to criminal prosecution; may supervise a small work unit or project team; provides input into hiring, disciplinary and performance issues; provides lead assistance to Deputy District Attorneys regarding case strategy and case law; conducts victim advocate training; teaches basic criminal law, search and seizure and other law enforcement classes.
2. Participates in homicide scene investigations; reviews crime site and advises on seizure of evidence; assists investigators with search warrant affidavits.

3. Litigates criminal cases, particularly those involving violent crimes against persons, including rape, assault and robbery 1 and automobile homicides; examines prospective trial jurors to select an impartial jury; examines and cross-examines witnesses; argues objections and mid-trial motions; presents closing arguments; 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 multijurisdictional felonies and felons.
4. If assigned to Juvenile, prepares cases and litigates offenses and crimes, from misdemeanors to complex felonies, in which the offender is a Juvenile; consults with and advises police agencies in the course of investigations, including application to the Court for orders that assist law enforcement in information gathering; reviews police reports and makes charging decisions; initiates and prosecutes dependency petitions assigned to bring juveniles within jurisdiction of the Court; consults with Children's Services Division and other child network and safety groups and schools in the course of investigating child welfare and safety matters; prepares dependency and delinquency proceedings for trial, and presents case to court for adjudication.
5. Processes return indictments and conduct court arraignment appearances; presents indictments to judge and recommends bail amounts; makes pretrial release recommendations; negotiates case resolution with defense counsel; conducts plea appearances.
6. Analyzes facts and legality of felony criminal investigations; determines whether investigations are complete and sufficient to be presented to the Grand Jury for a charging decision; pursues formal indictment process; analyzes police reports, evidence and search warrant affidavits; reviews legal issues and requests further investigation; interviews, prepares and subpoenas witnesses to testify; provides legal instruction to jury members.
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

Comprehensive 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 grand jury proceedings, criminal pleading, detention, arrest, search and seizure, self-incrimination, right-to-counsel, other criminal procedures and prosecutorial immunity and liability; techniques of persuasion; sentencing guidelines for felons; legal research procedures and methods; principles and techniques of negotiation; police investigation techniques; professional responsibility and ethics; 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 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, reluctant 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: 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 3 classification may be promoted to open positions in the Deputy District Attorney, Senior classification.