



CLASSIFICATION NO. 760  
Established: 1/93  
Revised and Reactivated: 6/01  
FLSA: Exempt  
EEO: 1

## **DEPUTY DISTRICT ATTORNEY, CHIEF**

### **CLASS CHARACTERISTICS**

Under administrative direction, to plan, organize and direct the activities and personnel assigned to criminal prosecution and all other functions of the Office of District Attorney; to represent the District Attorney as directed; and to do other work as required by law.

### **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, Chief performs professional legal work and provides administrative and operational direction to deputy district attorneys in the prosecution of criminal cases. The incumbent evaluates and assigns cases to attorneys, provides direction on difficult case matters and prosecutes exceptionally sensitive cases.

The Deputy District Attorney, Chief differs from the Deputy District Attorney, Senior, that leads/supervises other professional attorneys and/or a major work unit, and typically prosecutes the highest level felony cases.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Directs, plans and oversees the division's criminal prosecution and administrative functions; assigns felony cases, trials, special assignments and appearances; coordinates, schedules and oversees docketing.
2. Develops, recommends and implements policies, procedures and educational programs; coordinates and schedules training and education programs with outside agencies and personnel; provides guidance to deputy district attorneys regarding department policies, procedures and legal strategies; ensures compliance to Board of County Commissioners' policies.
3. Reviews and updates criminal case evaluation and prosecution practices and procedures; participates in determination of final plea negotiations in murder cases, including decision to seek death penalty; recommends granting immunity, reduced charges or sentencing concessions to essential witnesses in non-homicide cases; established plea negotiation standards for non-homicide cases.

4. Directs the efficient processing of cases according to law and office policies; ensures consistent evaluation and handling of persons suspected of criminal conduct; oversees conformance to legal and ethical standards; ensures prosecution of cases is justified by sufficient admissible evidence.
5. Establishes standards for providing legal advice to law enforcement agencies regarding investigation and prosecution; ensures contacts with judges, defense counsel, police and corrections officers and the public comply with department policies.
6. Evaluates and prosecutes complex, highly publicized and sensitive felony cases involving intentional murder or criminal justice system employees, public officials and charitable organizations.
7. Directs professional staff; interviews applicants and recommends hiring decisions; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; approves and schedules vacations; provides technical consultation.
8. Represents the District Attorney before citizens and agencies to present information regarding the criminal justice system and the County's operations; promotes and coordinates criminal prosecution activities with County departments, law enforcement agencies, other counties and the public.
9. Participates in the development of annual and supplemental budgets; reviews and approves extraordinary fund expenditures for trial expenses and for extradition of defendants from other states and countries.

## **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; media relations and public speaking; principles and practices of personnel management.

**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; train, direct and guide professional legal staff.

## **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 six (6) 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**

The District Attorney selects and appoints the incumbent to the Deputy District Attorney, Chief position.