



CLASSIFICATION NO. 759
Established: 3/98
FLSA: Exempt
EEO: 2

DEPUTY DISTRICT ATTORNEY, SENIOR

CLASS CHARACTERISTICS

Under general direction, to plan, organize and direct the activities and personnel assigned to criminal prosecution and 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, assistance to crime victims, juvenile delinquency and dependency representation, and prosecution on behalf of the State of Oregon.

The Deputy District Attorney, Senior performs professional legal work and provides administrative and operational direction to Deputy District Attorneys at all levels, and to other office staff. The incumbent evaluates and assigns cases to attorneys and other support personnel, provides direction on difficult case matters and prosecutes extremely complex and sensitive cases.

The Deputy District Attorney, Senior is distinguished from the Deputy District Attorney 3 by its responsibility to exercise direction and full supervision over other attorneys and major functional units within the Office of the District Attorney. It is distinguished from the Deputy District Attorney, Chief, by its more narrowly defined area of authority, and by its greater individual involvement in prosecutorial issues with other attorneys within a single major work unit.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Directs, plans and oversees criminal prosecution and administrative functions within a major work unit; assigns cases, trials, special assignments and court appearances; coordinates and schedules court docketing.
2. Assists in the development, recommendation and implementation of policies, procedures and law enforcement programs; coordinates and schedules training and education programs with outside agencies and personnel; provides guidance to Deputy District Attorneys and other office staff regarding department policies, procedures and legal strategies.
3. Reviews and updates criminal case evaluation and prosecution practices and procedures; participates in determination of final plea negotiations in mandatory sentencing cases,

murder cases, and capital murder cases, including decision to seek death penalty; recommends granting immunity, reduced charges or sentencing concessions to essential witnesses in non-homicide cases.

4. Directs the efficient processing of cases according to law and office policies within a major work unit; 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 that office staff 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 cases involving intentional murder, criminal justice system employees or public officials.
7. Directs professional staff; interviews applicants and recommends hiring and disciplinary actions; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; approves and schedules vacations.
8. Participates in the development of annual and supplemental budgets; reviews and refers for final approval extraordinary fund expenditures for trial expenses and for extradition of defendants from other states and countries.
9. May supervise and coordinate investigator, paraprofessional staff and medical examiner involvement in District Attorney office functions.

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, corrections procedures, prosecutorial immunity and liability; techniques of persuasion; sentencing laws; legal research procedures and methods; principles and techniques of negotiation; police investigation techniques; professional responsibility and ethics; principles of forensics; principles of psychology and psychiatry related to criminal behavior; laws relating to property forfeiture; 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 five (5) 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.

- Active 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.