



UMATILLA COUNTY POSITION DESCRIPTION



Department: District Attorney's Office
Position Title: Deputy District Attorney I

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** R26
Union Covered: Yes **BOLI Exempt:** Yes

GENERAL DESCRIPTION OF POSITION

Defends the Federal and State constitutions. Acts as an officer of the Court and deputy to the chief law enforcement official in the county. Performs functions of a deputy district attorney at the misdemeanor/felony/circuit court level. Reviews reports from various police agencies, makes charging decisions, prepares charging documents, prepares cases for trial, prepares witnesses, assists victims, does legal research, briefs issues for hearings, does motion practice, represents the state at court proceedings, offers legal advice to police, county and state officials, reports to crime scenes when called, participates in an on-call list rotation for after-hours access for local law enforcement agencies.

SUPERVISORY RELATIONSHIPS

Answers directly to the District Attorney. Responsible to act as an officer of the court.

PRINCIPAL DUTIES OF POSITION

- Reviews for prosecution all incoming matters involving misdemeanor/and certain felony allegations. Makes charging decisions. Requests follow up investigations as required. (EE)
- Prepares charging documents and participates in presenting cases to the Grand Jury. (EE)
- Negotiates cases filed with defense attorneys and represents the state in all District Court matters requiring the district attorney's participation. (EE)
- Responsible for advising and assisting police in protection the constitution while enforcing the law and works closely with all local law enforcement agencies for the investigation, prosecution and appropriate resolution of criminal cases. (EE)
- Engage in legal research, writing, pre-trial, trial and post-trial practice. (EE)

OTHER DUTIES OF POSITION

- Assist and advise jail staff on release decisions and inmate law issues. (EE)
- Promote public safety through law enforcement. (EE)

- Represent the state in juvenile, support enforcement, and other Circuit Court matters including cases when assigned deputies not available. (EE)
- Attend to crime victim and witness issues. (EE)
- Maintain rapport with court staff, police, and office staff. Attend staff meetings and provide pertinent input as necessary. (EE)
- Offer legal advice and research as directed by the District attorney. (EE)
- Occasionally report to crime scenes to assist in investigation of major crimes. (EE)
- Perform other duties, professional and departmental, as determined necessary and assigned by the District Attorney. (EE)

REQUIREMENTS FOR POSITION

- The person who fills this position must hold a Doctorate of Jurisprudence from an accredited law school and be a member in good standing with the Oregon State Bar Association.
- The person will undergo an extensive legal background check.
- The person must possess a commitment to team work and a strong motivation and ability to work with different agencies and individuals in dealing with crime.
- The person must have respect for a wide range of lifestyles, sensitivity to difficult issues and a positive outlook.
- The person must have the ability to prioritize work and be able to work alone with little or no supervision at times.
- The person must have the ability to remain firm in their efforts to seek Justice.
- Ability to safely operate a passenger vehicle.
- Ability to lift up to 50 pounds.

SPECIAL QUALIFICATIONS

- Computer and Word user skills preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS AND EQUIPMENT USED

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee's Signature/Date

MISSION STATEMENT

A prosecutor should act not as a partisan eager to convict, but as an officer of the court, whose duty it is to aid in arriving at the truth in every case... The District Attorney is not a mere legal attorney. He or She is a sworn minister of justice.