



THE MARION COUNTY DISTRICT ATTORNEY
Invites applications for the position of:

Deputy District Attorney 3

SALARY: \$42.92 - \$57.51 Hourly
\$7,439.32 - \$9,968.21 Monthly
\$89,273.60 - \$119,620.80 Yearly

OPENING DATE: 10/5/18

CLOSING DATE: 10/19/18 12:00 p.m.

POSITION OVERVIEW AND NOTES: **GENERAL STATEMENT OF DUTIES**

In the Deputy District Attorney series, this is the senior level classification over the Deputy DA 1 and 2 classifications. Positions at this level are distinguished from other classifications in this series by assuming lead responsibility, complexity of caseload and independent decision-making. Conducts all phases of criminal prosecution in Circuit or Federal Court proceedings on behalf of Marion County. Performs other work as required.

SUPERVISION RECEIVED

Works under the supervision of a Trial Team Supervisor and District Attorney, who assign work, establish goals and review performance for overall effectiveness through conferences. This is an unclassified position that serves at the pleasure of the appointing authority.

SUPERVISION EXERCISED

Supervision of others is not a responsibility of positions in this classification; however incumbents may act as lead worker over lower level Deputy District Attorneys.

TYPICAL DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Initiates and prosecutes misdemeanor and felony cases where Circuit Court has jurisdiction; consults with and advises police agencies in the course of investigations; reviews police reports and makes initial charging decisions; prepares case for presentation to Grand Jury.
2. Initiates and prosecutes civil support enforcement related and/or contempt cases where Circuit Court has jurisdiction including acting as the administrative officer establishing support and payment obligations.
3. Prepares for trial, including contacting witnesses and reviewing the case. Prepares and argues pretrial motions; presents case to court or jury for adjudication.
4. Represents State at sentencing, and makes appropriate recommendations.
5. Reviews reports submitted by probation officers; initiates revocation proceedings where appropriate; represents State at all related hearings.
6. Acts as lead counsel in prosecuting homicide or major felony cases in Circuit or Federal Court.
7. Participates in preparation and presentation of major and/or complex felony matters to the Grand Jury.
8. Responsible for death investigations, including presiding over inquest proceedings where appropriate.
9. Provides, on a scheduled basis, off-hour/on-call service to police agencies requiring

- assistance during nights or weekends..
10. Prosecutes conflict-of-interest cases upon request of a second District Attorney's office.

REQUIREMENTS FOR THE POSITION: EXPERIENCE AND TRAINING

1. Graduation from an accredited school of law; AND
2. Must be a member in good standing of the Oregon State Bar; AND
3. Three (3) years experience as a licensed attorney practicing criminal law.

NECESSARY SPECIAL REQUIREMENTS

- Must pass a criminal history background investigation, which includes fingerprinting;
- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services.

KNOWLEDGE, SKILLS AND ABILITY

Considerable knowledge of criminal law and the practices and procedures of criminal and contempt prosecution. Superior knowledge of trial and courtroom procedures. Demonstrated ability to analyze facts, evidence and precedents and to arrive at logical conclusions. Demonstrated ability to appear effectively before a trial court or administrative body. Superior communication skills. Demonstrated ability to maintain effective working relationships with courts, public, police, and other agencies; ability to effectively work as a team member.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

Please submit a cover letter and resume with three professional references no later than Friday, October 19, 2018, by 12:00 NOON. Please submit electronically by emailing **Amy Queen** at aqueen@co.marion.or.us with the subject line **APPLYING FOR DDA3 POSITION**. Applicants will be notified if they are selected for an interview.

DEPUTY DISTRICT ATTORNEY 3
DRT
