



THE MARION COUNTY DISTRICT ATTORNEY
Invites applications for the open enrollment of:

Deputy District Attorney 2

SALARY: \$41.29 - \$55.37 Hourly
\$7,156.93 – \$9,597.47 Monthly
\$85,883.20 – \$115,169.60 Yearly

OPENING DATE: Wednesday, April 27, 2022

CLOSING DATE: Friday, May 13, 2022 @ 5:00 p.m.

POSITION OVERVIEW AND NOTES:
GENERAL STATEMENT OF DUTIES

In the Deputy District Attorney series, this is the journey level classification. Under supervision, conducts all phases of criminal misdemeanor prosecution and some phases of felony prosecution in Circuit Court proceedings on behalf of Marion County. Performs other work as required.

SUPERVISION RECEIVED

Works under the supervision of a Trial Team Supervisor, who assigns work, reviews performance, and advises on unusual or difficult problems. This is an unclassified position that serves at the pleasure of the appointing authority.

SUPERVISION EXERCISED

Supervision of employees is not a responsibility of positions in this class.

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

1. Initiates and prosecutes misdemeanor and felony cases. Consults with and advises police agencies in the course of investigations. Reviews police reports and/or other relevant information and makes initial charging decisions.
2. Prepares case for presentation to the Grand Jury, to include contacting and reviewing the case with witnesses. Performs legal research; prepares and argues pretrial motions. Presents case to court or jury for adjudication. Represents the State at sentencing and make appropriate recommendations. Prepares and presents cases to the Grand Jury as requested for indictment.
3. Reviews reports submitted by probation officers; initiates revocation proceedings where appropriate. Represents the State at all related hearings.
4. Assists police agencies in the application for arrest and search warrants.
5. Prepares applications for select special circuit court filings, such as fugitives, extraditions, material witness matters and wiretap orders.
6. Provides, on a scheduled basis, off-hour, on-call services to police agencies requiring assistance during nights or weekends.
7. Assists in prosecuting homicide or major felony cases under the direction of a Deputy D.A. 3 or Trial Team Supervisor.
8. Initiates show-cause proceedings on domestic abuse prevention restraining order violations; represents State in subsequent court appearances.

REQUIREMENTS FOR THE POSITION: EXPERIENCE AND TRAINING

- Graduation from an accredited school of law; AND
- Passed the Oregon State Bar exam; AND
- Must be a member in good standing of the Oregon State Bar; AND
- Participation in internship/clerkship with a law firm (preferably a District Attorney's Office) involved in litigation of criminal cases; or
- Internship/clerkship with a Judge (trial or appellate) with the assigned responsibility for deciding issues arising in criminal cases.

- **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.
- This is a safety sensitive/special needs position. Final candidates selected for this position will be required to pass a pre-employment drug screen, including testing for marijuana. The Marion County Drug and Alcohol Use and Testing Policy can be found at: <http://apps.co.marion.or.us/APAP/policy.aspx?p=policy&pid=518>.

KNOWLEDGE, SKILLS AND ABILITY

Considerable knowledge of criminal law and the practices and procedures of criminal and contempt prosecution. Good knowledge of trial and courtroom procedures. Ability to analyze facts, evidence, and precedents and to arrive at logical conclusions. Ability to appear effectively before a trial court or administrative body. Superior communication skills. 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 5:00 p.m. – Friday, May 13 @ 5:00 p.m. Please submit electronically by emailing **Amy Queen** at aqueen@co.marion.or.us with the subject line **APPLYING FOR DDA2 POSITION**. If you have previously applied for a DDA position within the past 6 months, your application is still on file. Applicants will be notified if they are selected for an interview.

DEPUTY DISTRICT ATTORNEY 2
DRT