



# JOB DESCRIPTION

<i>Title</i>	<b>Deputy District Attorney III</b>			
<i>Department</i>	District Attorney's Office		<i>Job Class</i>	3DA DA 4
<i>Driving Required</i>	No		<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 District Attorney		<i>FLSA</i>	Exempt
<i>Created</i>	July 2008	<i>Reviewed</i>	Nov. 2022	<i>Revised</i>

## ***Purpose***

Perform professional legal work in the investigation, preparation and presentation of more complex cases prosecuted by the District Attorney, including major felony prosecutions.

## ***Essential Functions***

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Prepare and present cases for trial in Circuit Court, particularly complex felony cases which includes reviewing the case, determining if the investigation is complete, interviewing and selecting appropriate witnesses, conducting legal research, preparing witnesses to present testimony, conducting direct and cross-examination and drafting legal documents.
- Development of plans for office efficiency and modernization, including case management systems.
- Perform intake procedures which include reviewing incoming police reports and determining which charges, if any, will be filed and against whom on behalf of the District Attorney.
- Prepare for, appear at, and represent the state at various non-trial court appearances including, but not limited to arraignments, release hearings, restitution hearings, plea and sentencing hearings, probation revocation and modification proceedings, and show cause, mental, and juvenile hearings.
- Negotiate potential case resolutions with defense counsel/defendants as appropriate, in accordance with facts, laws and departmental policy. Assist in developing policies for District Attorney's office.
- Provide advice and suggestions to deputy district attorneys regarding procedures, strategies, etc.
- Attend and appear before Grand Jury to present cases and prepare indictments as directed.



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- Discuss criminal procedures with law enforcement officers designed to improve procedures for arrests, searches, seizures, etc.
- Coordinate work activities with other departmental personnel.
- Prepare search and arrest warrants.
- Perform death investigations to ensure that evidence is properly gathered in cases that might involve criminal activity.
- Maintain work areas in a clean and orderly manner.
- Follow all safety rules and procedures as established for work areas.

## ***Education, Training and Experience***

Doctor of Jurisprudence degree and admittance to Oregon State Bar. Must have been admitted to the practice of law and engaged in trial practice for at least seven (7) years.

## ***Knowledge, Skills, and Abilities***

Extensive knowledge of Oregon criminal law, rules of evidence, legal practices, procedures and terminology, investigative techniques and court procedures.

## ***Desired Qualifications***

Specific experience in major felony prosecution and support enforcement actions.

## ***Physical Demands***

Physical demands on position are minimal involving moving materials, files, books, etc., weighing up to 15 pounds.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

Typical working office environment.

## ***Supervisory Responsibility***

Works under the supervision of the Chief Deputy DA. Supervision is not a typical responsibility of this position. However, position will assign work to support personnel within the department.