



JOB DESCRIPTION

<i>Title</i>	Chief Deputy District Attorney	<i>Created</i>	March 1998
<i>Department</i>	District Attorney	<i>Revised</i>	
<i>Job Class</i>	M 10	<i>Safety Sensitive</i>	Yes
<i>Labor Union</i>	Unrepresented	<i>FLSA</i>	Exempt

Purpose

Perform professional legal work in the investigation, preparation and presentation of more complex cases prosecuted by the District Attorney, including major felony prosecutions such as sex offenses and homicides within District and Circuit Court. Supervise, train and direct the work of Deputy District Attorneys. Supervise support staff in conjunction with Office Manager. Assist District Attorney in developing and implementing policies and procedures for the District Attorney's Office.

Essential Functions

- 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.
- Provide supervision, training, 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.
- Assist District Attorney in preparation and submission of department budget.
- Follow all safety rules and procedures as established for work areas.



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Auxiliary Functions

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.

Mandatory Qualifications

Extensive knowledge of Oregon criminal law; rules of evidence; legal practices, procedures and terminology; investigative techniques and court procedures. Doctor of Jurisprudence degree and admittance to Oregon State Bar. Five years' experience as a Deputy District Attorney.

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.

Working Conditions

Typical office working environment.

Supervisory Responsibility

Supervision of District Attorney's Office as second-in-command to District Attorney. Supervises up to five Deputy District Attorneys.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.