



HARNEY COUNTY Deputy District Attorney

Salary/Benefits: Range \$63,130 to \$84,659 annually with benefits and Police/Fire membership in Public Employees Retirement System (PERS)

- The successful applicant will be eligible for an \$5,000.00 total hiring bonus to be distributed as follows:
 - 50% at 3 months and the remaining 50% at 6 months. Both with a positive evaluation.
- The successful applicant will be eligible for \$1000.00 moving expenses payable at time of hire with receipts.

PURPOSE OF POSITION:

The Deputy District Attorney assists the elected district attorney in serving the community through effective legal advocacy for what is ethically, morally and legally right.

ESSENTIAL FUNCTIONS – FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Exercise critical thinking when analyzing facts, evidence and precedent to arrive at logical conclusions.
- Consult with community partners to evaluate issues and problem solve.
- Advise local law enforcement on matters of law and procedures at any time needed.
- Examine incoming investigative reports and determine if further investigation is warranted.
- Evaluate complete investigations to determine which charges to file and in which court to proceed.
- Prepare cases and witnesses for appearance before the Grand jury and advise grand jury on law.
- Represent victims and the people in Justice or Circuit Court for various hearings while prepared to advocate.
- Negotiate just case resolutions with defense counsel/defendants as appropriate, in accordance with facts, law, and policy.
- Prepare and present cases for trial.
- Prepare motions, present evidence in support of said motions and make appropriate strong arguments.
- Accept mentoring to progress career and improve effectiveness.
- Educate self on continual basis as to new case law and procedure.
- Confer with District Attorney to improve policy and procedure to positively impact community.
- Collaborate well with support staff, law enforcement entities, colleagues and community partners. rs.

Required Minimum Qualifications:

- Law degree from accredited law school
- Membership with the Oregon State Bar, eligible for reciprocity or awaiting bar results
- Must pass pre-employment:
 - Reference check
 - Background check – including national or state fingerprint records check and CJIS certification
 - Drug screening.

Preferred:

- Judicial or law firm (preferably a district attorney's office) internship/clerkship with litigation of criminal cases.
- Knowledge of criminal prosecution, evidentiary and trial procedure.
- Subject courses in Evidence, Criminal Law, Administrative Law, and Criminal Procedure.