

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of Adopting a Position)
Description for an Existing Position)
)
)**

ORDER NO. 23163

WHEREAS, it is the recommendation of Julie Swift, Payroll & HR Coordinator, that the attached position description be adopted for the following position:

**Deputy DA II
Position Title**

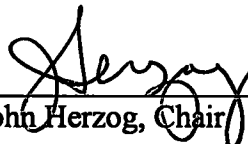
**R
Range**

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

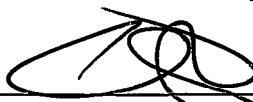
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of September 21, 2022. This description replaces any previous description approved for this position.

DATED this 21st day of September, 2022.

**CURRY COUNTY
BOARD OF COMMISSIONERS**

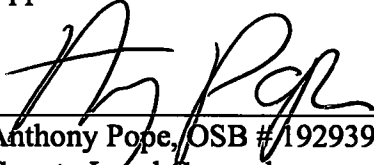


John Herzog, Chair

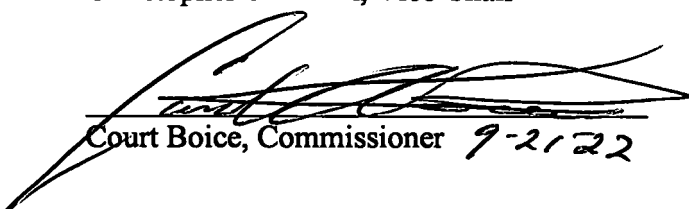


Christopher S Paasch, Vice Chair

Approved as to Form:



Anthony Pope, OSB #192939
County Legal Counsel



Court Boice, Commissioner 9-21-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Deputy District Attorney II

EXEMPT: Yes
SALARY LEVEL: R
SUPERVISOR: District Attorney
PREPARED BY: District Attorney

September 2022

POSITION SUMMARY:

Performs professional legal work in the investigation, preparation and presentation of cases prosecuted by the District Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

An employee in this class is distinguished from the Chief Deputy District Attorney in that the Deputy District Attorney II handles the felony court work. Work is performed under the general supervision of the District Attorney who assigns cases and reviews performance on the basis of results obtained. Special instructions are provided on some cases.

Examples of Work: (Illustrative only)

Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.

1. Prepares and presents cases for trial in Circuit Court 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.
2. Performs intake procedures which includes reviewing incoming police reports and determining which charges, if any, will be filed and against whom on behalf of the District Attorney.
3. Prepares for and appears at various non-trial court appearances including but not limited to arraignments, release hearings, omnibus hearings, plea proceedings, sentencing, probation revocation and modification proceedings, mental hearings and juvenile proceedings.

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Examples of Work: (Continued)

4. Negotiates potential case resolutions with defense counsel/defendants as appropriate in accordance with facts, laws and departmental policy.
5. Prepares search and arrest warrants.
6. Performs death investigations to ensure that evidence is properly gathered in cases that might involve criminal activity.

SUPERVISORY RESPONSIBILITIES:

Supervision is not normally performed by this position.

QUALIFICATION REQUIREMENTS:

Knowledge of -

Thorough knowledge of -
Oregon criminal Law
Rules of evidence
Legal practices, procedures and terminology
Investigative techniques
Court procedures

Considerable knowledge of legal research methods and of methods for preparing legal documents associated with administrative and judicial proceedings.

Ability to -

Organize, interpret and apply legal principles and knowledge in conducting legal research and preparing legal opinions.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with county officials, court officials, other attorneys and the public.

Handle affairs of the District Attorney's office when the District Attorney is out of town or unavailable. This will only apply if the Chief Deputy Position is vacant.

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EDUCATION AND/OR EXPERIENCE:

Doctor of Jurisprudence degree; two years of experience in the practice of criminal law, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

NECESSARY SPECIAL REQUIREMENTS:

Member of the Oregon State Bar.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.