

**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. 23164

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

**Deputy DA I
Position Title**

**P
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**

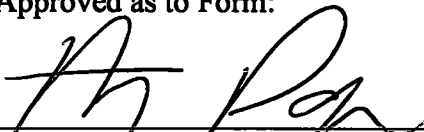


John Herzog, Chair

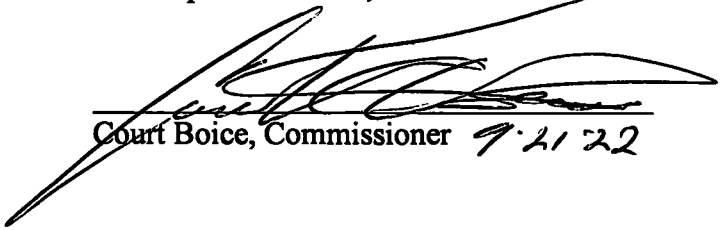


Christopher S Paasch, Vice Chair

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 I

EXEMPT:	Yes	
SALARY LEVEL:	P	
SUPERVISOR:	District Attorney	
PREPARED BY:	District Attorney	September 2022

POSITION SUMMARY:

Performs legal work in the prosecution of adult criminal cases; punitive contempt of court cases; violation cases and juvenile delinquency cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities and duties of the Deputy District Attorney I, include but are not limited to:

1. Reviewing and filing of misdemeanor and minor felony cases, interviewing witnesses and officers, conducting legal research, preparing witnesses to testify, conducting direct and cross examination of witnesses and researching and drafting of memorandums and other legal documents, drafting and review of search and arrest warrants, and preparing for trial.
2. Appearing in Court for: Arraignments, Pre Trial Conferences, Omnibus Hearings, Misdemeanor Trials, Probation revocation hearings, Juvenile Court hearings, other miscellaneous Court hearings.
2. Work is performed under the supervision of the District Attorney.

SUPERVISORY RESPONSIBILITY

None

QUALIFICATION REQUIREMENTS:

Must have a thorough knowledge of the rules of evidence and court practices procedures and terminology.

Must have the ability to organize, interpret and apply legal principles; must establish and maintain effective working relationships with office staff, police agencies, county officials, court officials, attorneys and the public.

DESIRABLE QUALIFICATIONS:

An interest in criminal law, trial work, and prosecution

JOB DESCRIPTION
JOB TITLE: Deputy District Attorney I – Page 2

EDUCATION AND/OR EXPERIENCE:

Must have a juris doctorate; experience in legal practice or legal research and writing; or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties. Must at all times of employment be lawfully able to appear in court as a prosecutor and attorney for the State of Oregon.

NECESSARY SPECIAL REQUIREMENTS:

Must have a valid driver license.

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