



LANE COUNTY  
N4613  
Established 04/93  
Updated 08/19/08

### DEPUTY DISTRICT ATTORNEY 3

**CLASS SUMMARY:** To perform professional legal work of considerable difficulty. Employees assigned to this classification perform a full range of trial duties including violent crimes against persons, and perform other specialized duties as assigned. The Deputy District Attorney 3 serves at the will of the District Attorney.

**CLASS CHARACTERISTICS:** This is the advanced journey level class in the Deputy District Attorney series. The Deputy District Attorney is a career series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Felony prosecutions assigned to employees in this classification typically focus on violent crimes against persons. Employees at this level prosecute higher level and more complex felony cases than the Deputy District Attorney 2.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general direction from the District Attorney, Chief Deputy District Attorney, or lead attorney. Directs support staff in work processes. Exercises technical and functional supervision over technical and support staff. Trains Deputy District Attorneys in lower classifications in current criminal law and office policies.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1. May supervise a small work unit or project team. Provides input into hiring, disciplinary and performance issues.
2. May conduct victim advocate training, or other law enforcement related classes.
3. Participates in homicide scene investigation; reviews crime site and advises on seizure of evidence; assists investigators with search warrant affidavits.
4. Litigates criminal cases, particularly those involving complex property and fraud crimes, multiple criminal episode cases, and violent crimes against persons.
5. Examines and cross-examines witnesses; interviews, prepares and subpoenas witnesses to testify. Provides legal instruction to jury members.
6. Argues objections and mid-trial motions; presents closing arguments.
7. Litigates pre-trial motions and prepares trial strategy to prosecute criminal cases.
8. Analyzes admissibility and determines presentation of witnesses and evidence; subpoenas and prepares witnesses for testifying.
9. Coordinates prosecution of multijurisdictional felonies and felons.
10. Consults with and advises police agencies in the course of investigations. Reviews police reports and makes charging decisions.

11.	Processes return indictments and conducts court arraignment appearances; recommends bail amounts.
12.	Formulates and recommends appropriate sentences based on criminal conviction.
13.	Analyzes police reports, evidence and search warrant affidavits.
14.	Performs other duties as assigned.

**Knowledge of** (position requirements at entry):

- Principles and practices of criminal law and procedure.
- Principles of psychology and psychiatry related to criminal behavior.
- Professional responsibility and ethics.
- Applicable laws, ordinances, and departmental policies and procedures.
- Principles and practices of investigation.
- Principles and practices of negotiation and conflict resolution.
- Judicial procedure and administrative proceedings.
- Rules of evidence; statutes, rules and case law relating to Grand Jury proceedings.
- Criminal procedures and prosecutorial immunity and liability.
- Legal research procedures and methods.
- Basic principles of forensics.
- Modern office procedures, methods and computer equipment.

**Demonstrated Skill in** (position requirements at entry):

- Organizing, interpreting and applying complex legal principles.
- Analyzing and understanding applicable factual matters.
- Properly interpreting, evaluating and making decisions in accordance with the law.
- Analyzing facts, evidence and precedents.
- Researching and writing complex legal papers and reports, setting forth findings of facts and decisions in concise written form.
- Developing effective strategies and legal pleadings.
- Effectively and persuasively presenting facts, evidence, precedents and recommendations to judges and juries.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Working effectively with co-workers and others from diverse backgrounds.
- Communicating clearly and concisely, both orally and in writing.
- Using computers and applicable computer applications.

**Training and Experience** (positions in this class typically require):

A Juris Doctorate from an accredited law school. Four to five years of responsible legal experience as a prosecuting attorney working in a court of general jurisdiction, including at least one year of experience prosecuting complex criminal cases. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Licensing Requirements** (positions in this class may require):

- Member of the Oregon State Bar at time of appointment.
- Possession of a valid Oregon Driver's License.

LANE COUNTY  
Deputy District Attorney 3 (Continued)

**Classification History:** Revisions in classification specifications are per Fox Lawson conversion approved August 19, 2009 by Board Order 09-8-19-2.  
FLSA Status: Exempt