



THE MARION COUNTY DISTRICT ATTORNEY  
Invites applications for the open enrollment of:

# Deputy District Attorney 1 Adult Prosecution

**SALARY:** \$35.68 - \$47.83 Hourly  
\$6,184.53 - \$8,290.53 Monthly  
\$74,214.40 - \$99,486.40 Yearly

**OPENING DATE:** Wednesday, April 20, 2022

**CLOSING DATE:** Friday, May 6, 2022 @ 5:00 p.m.

**POSITION OVERVIEW AND NOTES:  
GENERAL STATEMENT OF DUTIES**

In the Deputy District Attorney series, this is the entry level classification. Under supervision, conducts limited criminal prosecution in Circuit Court proceedings on behalf of Marion County. Performs other work as required.

**SUPERVISION RECEIVED**

Works under the supervision of a Trial Team Supervisor, who assigns work, reviews performance, and advises on unusual or difficult problems. This is an unclassified position that serves at the pleasure of the appointing authority.

**SUPERVISION EXERCISED**

Supervision of employees is not a responsibility of positions in this class.

**TYPICAL DUTIES - DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:**

1. Initiates and prosecutes felonies, misdemeanors, major traffic crimes, and some violation of restraining order matters; reviews police reports, and make initial charging decision; prepares for trial including contacting witnesses and reviewing the case; prepares and argues pretrial motions; performs legal research; presents case to court or jury; represents State at sentencing; appears in Circuit Court.
2. Initiates and prosecutes probation revocations arising out of criminal convictions.
3. Presents cases to Grand Jury.
4. Represents State in de novo appeals from justice court. Represents State in post-conviction relief hearings involving criminal convictions.
5. Assists police agencies in the application for arrest and search warrants.
6. Provides law enforcement officials with legal advice in selected areas such as traffic (DUII) and game offenses.
7. Provides, on a scheduled basis, off-hour, on-call service to police agencies requiring assistance during nights or weekends.

**REQUIREMENTS FOR THE POSITION:  
EXPERIENCE AND TRAINING:**

- Graduation from an accredited school of law; AND
- Successfully passed the Oregon State Bar Exam; AND
- Must be a member in good standing of the Oregon State Bar; AND
- Participation in internship/clerkship with a law firm (preferably a District Attorney's Office) involved in litigation of criminal cases; or
- Internship/clerkship with a Judge (trial or appellate) with the assigned responsibility for deciding issues arising in criminal cases.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must pass a criminal history background investigation, which includes fingerprinting;
- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services.
- This is a safety sensitive/special needs position. Final candidates selected for this position will be required to pass a pre-employment drug screen, including testing for marijuana. The Marion County Drug and Alcohol Use and Testing Policy can be found at: <http://apps.co.marion.or.us/APAP/policy.aspx?p=policy&pid=518>.

**KNOWLEDGE, SKILLS AND ABILITY:**

Good knowledge of criminal law and the practices and procedures of criminal prosecution. Good knowledge of trial and courtroom procedures. Ability to analyze facts, evidence and precedents and to arrive at logical conclusions. Ability to appear effectively before a trial court or administrative body. Superior communication skills. Ability to maintain effective working relationships with courts, public, police, and other agencies; ability to effectively work as a team member.

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EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will be considered without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, or sexual orientation. To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.

This announcement is meant only as a descriptive recruitment guide and is subject to change. Further, it does not constitute either an expressed or implied contract.

Please submit a cover letter and resume no later than Friday, May 6, 2022 @ 5:00 p.m.

DEPUTY DISTRICT ATTORNEY 1  
DRT

Please submit electronically by emailing **Amy Queen** at [aqueen@co.marion.or.us](mailto:aqueen@co.marion.or.us) with the subject line **APPLYING FOR DDA1 POSITION**.

If you have previously applied for a DDA position within the past 6 months, your application is still on file. Applicants will be notified if they are selected for an interview.

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