



POLK COUNTY (OR)
invites applications for the
position of:

**Deputy District
Attorney I - Specialty
Courts Prosecutor**

SALARY: \$5,142.00 - \$6,508.00 Monthly

OPENING DATE: 12/05/19

CLOSING DATE: 01/06/20 01:00 PM

DESCRIPTION:

**** RECRUITING TO FILL ONE POSITION CONSISTING OF EITHER A DEPUTY DISTRICT ATTORNEY I OR II ****

Prosecutes cases referred to Polk County treatment courts and other community based supervision programs.

PRINCIPAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Reviews police reports, requests follow-up investigation; charges offenses by information or indictment.
2. Drafts motions, orders, memoranda, Diversion Agreements and search and arrest warrants with supporting affidavits.
3. Discusses by letter and telephone with defense attorneys, matters regarding resolution of cases, discovery, and pre-trial matters.
4. Prepares witness lists and trial notes, researches legal issues and confers with citizen witnesses and police officers.
5. Presents evidence and argument at arraignments, bail hearings, hearings on motions, trials, Grand Jury proceedings, and mental commitment hearings.
6. Conducts complex legal research necessary for case preparation to broaden legal background; keeps abreast of court decisions on legislation affecting the county or criminal laws.
7. Office setting embedded with the Polk County Community Corrections Department.
8. Applicant will manage all formal and bench probation cases (misdemeanor and felony) for the Polk County DA's office.
9. Successful applicant will prepare and file motions to revoke probation, motion/order to show cause, subpoena witnesses, represent the State in probation revocation hearings and recommend sanctions if found in violation of probation
10. Successful applicant will review presumptive prison cases with the Probation Department to determine whether an offender could be safely supervised in the community on a downward dispositional departure.
11. Successful applicant will take leadership in the role in the program and track statistics to be presented to all stakeholders.
12. Successful applicant will be available to meet with the Community Corrections staff and to provide a Prosecutor's perspective on case work and if the offender is meeting the goals of supervision.
13. Is on call to answer emergency calls day and night.
14. Maintain confidentiality at the direction of supervisor.
15. Performs related duties as required.

EDUCATION, EXPERIENCE AND TRAINING:

Graduation from an accredited school of law. Member of the Oregon Bar at the time of appointment and remain in good standing. Prefer some experience in the practice of law; or any equivalent combination of experience and training.

SUPPLEMENTAL INFORMATION:

Must possess and maintain a valid Oregon driver's license and automobile insurance, and have access to and use of a personal automobile as a condition of employment. Must be able to successfully pass a criminal background check.

****A cover letter, résumé and writing sample are required. Please attach them to your application.****

**APPLICATIONS MUST BE COMPLETED AND
SUBMITTED ONLINE AT:**
<http://www.co.polk.or.us>

Position #00494
DEPUTY DISTRICT ATTORNEY I - SPECIALTY COURTS PROSECUTOR
LH

Personnel is located at:
850 Main St.
Dallas, OR 97338
(503)623-1888

hr@co.polk.or.us

Polk County is an Affirmative Action/Equal Opportunity Employer.
Reasonable accommodations for applicants with disabilities will be provided upon request.
