

COOS COUNTY JOB ANNOUNCEMENT

Deputy District Attorney I

\$6,812 - \$10,020 per month

DEPARTMENT: District Attorney's Office

GENERAL STATEMENT OF DUTIES: Please refer to the attached position description.

APPLICATION PROCEDURE: Coos County Application, cover letter and resume **REQUIRED.**

Apply to: Coos County Human Resources Department, Courthouse

By mail: 225 N. Adams Street
Coquille, OR 97423

By fax: (541) 396-1012

By email: humanresources@co.coos.or.us

CLOSING DATE: Open Until Filled

****Equal Opportunity Employer****

Posted:	Courthouse	CHW Building
	County Website	Employment Department
	Email all Coos County Employees	
	University of Oregon	Willamette Law School
	Lewis & Clark Law School	Indeed

NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams, Coquille, OR 97423. (541) 396-7580

Coos County District Attorney's Office
250 N. Baxter Street
Coquille, OR 97423

DESCRIPTION OF POSITION

Revision Date: 1/16/2018

1.	Current Classification Title: Deputy District Attorney I
2.	Working Title: DDAI
3.	Department: District Attorney
4.	Pay Grade: 300 Position Is: Full Time ☒ Part Time ☐ Extra Help ☐ Seasonal ☐ Other _____ Excluded from Bargaining Unit? Yes ☐ No ☒ Prosecuting Attorneys Assc.. Eligible for Overtime? Yes ☐ No ☒
5.	What is the purpose of this position? To assist the District Attorney in performing all of the functions of the District Attorney under law.
6.	Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. • Case Screening. • Give Advice to Police agencies. • Case Preparation. • Negotiation and Trials. • Must perform any duty of the District Attorney under law. Includes non-criminal responsibilities of the District Attorney. • Any other duties as assigned by the District Attorney
7.	Supervision. • This position is supervised by the elected District Attorney • This position does not supervise other employees.
8.	Working conditions of position. • Office Setting. • Some travel required. • Unusual and long hours. • No compensation for overtime • Bargaining Unit, but Deputy District Attorneys work at the pleasure of the District Attorney and can be terminated without cause.
9.	List required special skills, licenses, certificates, etc. • Doctor of Jurisprudence or equivalent law degree required. • Oregon State Bar admission.
10.	Is operation of motor vehicle required? Yes ☒ No ☐
11.	List equipment, tools, machines used in performance of duties. • Suitable clothing for courtroom work.