



**LINN COUNTY DISTRICT ATTORNEY
Invites applications for the position of:**

Deputy District Attorney 1, 2, or 3

SALARY: \$5,310 - \$9,764 Monthly (\$63,720 - \$117,168 annually)

OPENING DATE: 12/22/21

CLOSING DATE: 1/31/22

ABOUT THE POSITION: Located in downtown Albany, Oregon, the Linn County District Attorney's Office is situated in the Willamette Valley midway between the Cascade Mountain Range and the Pacific Coast, and within an hour's drive to the Eugene, Corvallis, Salem, and Portland Metro areas. Deputy District Attorneys in Linn County benefit from a firmly established collaborative workplace environment and enjoy a strong working relationship with the local defense consortium and the Circuit Court.

The District Attorney's Office and local law enforcement have long held the support from the citizens of Linn County as demonstrated by their consistent approval of funding measures over the past thirty years.

CLASSIFICATION TITLE: Deputy District Attorney 1, 2 or 3 (DOQ)

CLASSIFICATION NUMBER: 645; 646; 647

CLASSIFICATION CATEOGRY: Management – Exempt; Non-Union
Full Time (37.5 hours/week)

ESSENTIAL DUTIES:

- Prosecute criminal cases on behalf of the people of the State of Oregon in Linn County.
- Manage an assigned caseload, including, but not limited to, preparing for and appearing at grand jury, arraignments, hearings, motions, trials, sentencing, etc., in circuit court.
- Provide assistance and advice to police agencies in investigating felony and misdemeanor cases. Participate in narcotic, sex abuse, assault and rape investigations. Assist and advise police agencies in applications for arrests and search warrants and assist in drafting these warrant requests when necessary. Respond to warrants at all times, day/night.

- Provide legal information to law enforcement in regards to unattended deaths, release of body decisions or determining further investigation of a potential crime.
- Direct preparation of affidavits, search or arrest warrants, legal memoranda, motions, proposed court orders and other related legal documents for filing in court.
- Review police reports and evidence to make an informed charging decision in a wide variety of criminal offenses.
- Prepare cases for trial including developing a trial strategy, preparing witnesses and drafting legal motions and memoranda.
- Participate in litigation unit meetings prepared to discuss cases, receive input and offer advice and assistance.
- Prepare documents for Grand Jury proceedings, conduct Grand Jury, interview witnesses, advise Grand Jury on the law, complete indictments, warrants and other documents as required.
- Litigate pretrial motions and prepare trial strategy to prosecute criminal cases.
- Prepare and schedule trial witnesses, examine prospective jurors to select an impartial jury; present opening remarks, examine and cross examine witnesses; argue objections and mid trial motions; present closing remarks.
- Provide support and assistance to victims; assist in obtaining counseling and other victim services; and make them aware of case proceedings.
- Negotiate potential case resolutions with defense counsel/defendants as appropriate, in accordance with facts, law and office policy.

TO QUALIFY:

- Must hold a Doctorate of Jurisprudence from an accredited law school.
- Must be a member in good standing of the Oregon State Bar Association or sitting for the Oregon State Bar Exam.
- Ability to analyze facts, evidence and precedents and to arrive at logical conclusions.
- Ability to set forth findings of fact and decision in concise written form.
- Ability to interpret and implement legal analysis.
- Ability to maintain confidentiality.
- Observe and analyze extremely graphic and disturbing crime scenes and evidence.
- Work with and respond appropriately to highly agitated and threatening people. Often requires face-to-face confrontation with violent and aggressive individuals which may involve threats of retribution or violence.
- Possess good judgment and organization skills.
- Comprehend and follow complex instructions.
- Excellent oral and written communications skills with the ability to persuasively present facts to judges and juries.
- Ability to work independently.
- Candidates must conduct themselves with complete personal integrity and the highest professional ethics.
- Must maintain a good working relationship with co-workers, defense bar, law enforcement partners, court staff and the public.
- Must have good interpersonal skills and leadership abilities.
- Maintain regular and predictable work attendance.

- Provide, on a scheduled basis, 24 hours a day on call service to police agencies requiring assistance during night or weekends. Respond to crimes scenes if asked by the police agency and at the direction of the District Attorney and/or Senior Deputy District Attorney.
- Possession of or ability to obtain a valid Oregon Driver's License.
- Considerable knowledge of criminal law and the practices and procedure of criminal prosecution.
- Considerable knowledge of courtroom and trial procedures.
- Duties may not be all inclusive and other duties may be assigned at the discretion of management.

PREFERRED SPECIAL QUALIFICATIONS:

- Extensive knowledge of Oregon criminal law.
- Extensive knowledge of the Oregon rules of evidence.
- Prior prosecutorial and/or jury trial experience.
- Strong academic record.
- Preference given for prior experience as a Deputy District Attorney.

PHYSICAL DEMANDS: The physical demands are typical of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

COMPENSATION: Salary range is \$63,720-\$117,168 annually (dependent on qualifications). Excellent comprehensive benefits package including health, dental and vision insurance as well as County paid Public Employee Retirement System (PERS) contributions.

CLOSING DATE: January 31, 2022 or until a sufficient number of qualified applicants have applied.

APPLICATION REQUIREMENTS: Applicants must submit a cover letter, application, and resume in order to be considered for the position.

Please submit application materials to:

Linn County District Attorney's Office

Attn: Amy Guyer PO Box 100

Albany, OR 97321

Fax: 541-928-3501

Email: aguyer@co.linn.or.us.

Application forms may be obtained, at the following Linn County Webpage:

<http://www.co.linn.or.us>.

LINN COUNTY IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER