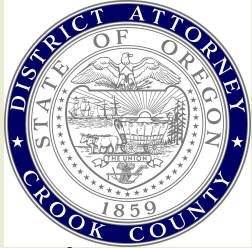


JOIN US IN CROOK COUNTY



JOB OPENING DEPUTY DISTRICT ATTORNEY I, II, or III

Salary range: \$94,556-\$147,326 per year



Our Mission Statement

It is the mission of the Crook County District Attorney's Office to seek justice, promote community safety, and uphold the law. We vigorously and impartially pursue this mission with fairness, integrity and honor and in a manner to promote public trust in the criminal justice system and serve our community.

Opportunity for Growth

As a DDA in our office, you will have more opportunities for career growth and gain valuable experience working on a broad range of cases. This includes the ability to handle serious offenses more quickly than in larger offices.

Employee Benefits

Crook County strives to provide a work life balance by offering a generous holiday schedule with 12 paid holidays and a comprehensive benefits package including health, vision, dental insurance, & Police Fire PERS

About Our County

Crook County, located in Central Oregon, is a growing community dedicated to maintaining its rural charm. Employees enjoy the numerous outdoor activities and community events offered year round.

To apply, send a resume and cover letter to:
da.office@crookcountyor.gov
or apply online at <https://crook-county.hiringthing.com>





DEPUTY DISTRICT ATTORNEY JOB DESCRIPTION

Job Title: Deputy District Attorney I, II, or III
Department: Crook County District Attorney
Location: Prineville, Oregon
Salary: DDA I: Monthly: \$7,849 - \$10,491
Yearly: \$94,556 - \$125,902
DDA II: Monthly: \$8,748 - \$11,651
Yearly: \$104,977 - \$139,817
DDA III: Monthly: \$9,221 - \$12,277
Yearly: \$110,656 - \$147,326
*Plus a generous holiday and benefits package including Police/Fire PERS

I. Summary:

The Crook County District Attorney's Office represents the State of Oregon prosecuting adult and juvenile criminal cases and child support enforcement in Circuit Court. The District Attorney's Office seeks justice by fairly and impartially enforcing laws and advocating for victim's rights. It is the mission of the Crook County District Attorney's Office to seek justice, promote community safety, and uphold the law. We vigorously and impartially pursue this mission with fairness, integrity and honor and in a manner that promotes public trust in the criminal justice system and serves our community.

The Crook County District Attorney's Office is located in beautiful Central Oregon. Crook County is the fastest growing county in Oregon, yet maintains its small town charm. As a DDA in a small office, you will have more opportunities for career growth and gain valuable experience working on a broad range of cases. This includes the ability to handle serious offenses more quickly than in larger offices. Employees enjoy work-life balance with easy access to numerous outdoor recreational activities. Prineville is located just a short distance from the Redmond Airport.

Crook County offers an excellent benefits package, including vacation and sick leave, an employee retirement plan (Police/Fire PERS), quality health and dental insurance coverage, and payment of Oregon State Bar dues.

II. Duties:

*This job posting is not meant to be an all-inclusive list of duties and responsibilities, but constitutes a general definition of the position's scope and function.

- Represent the State of Oregon as a trial lawyer in the prosecution of adult and juvenile criminal actions in Circuit Court. The DDA assists the District Attorney in performing the functions of the District Attorney, including, but not limited to, arraignments, release hearings, restitution hearings, plea/sentencing hearings, probation and vocation hearings, contempt, civil commitments, juvenile and child support hearings, and jury trials.
- Perform case intake, which includes reviewing police reports, determining if further investigation is needed and determining which charges, if any, will be filed and against whom; files charges by Information or Indictment on behalf of the District Attorney.
- Participate in crime scene investigations when called out by law enforcement; review crime scenes and advise on seizure of evidence; assist investigators with search warrant affidavits.

III. Skills, Knowledge and Abilities:

Knowledge, Skills and Ability: Thorough knowledge of criminal laws and the practices and procedures of criminal prosecution. Thorough knowledge of courtroom and trial procedures, rules of evidence, and professional responsibility and ethics.



DEPUTY DISTRICT ATTORNEY JOB DESCRIPTION

Skill in business software programs along with Microsoft Office products.

Ability to:

- Think conceptually and get to the heart of a problem.
- Analyze and organize facts, evidence, and precedents and reach logical and ethical conclusions.
- Work both independently and as a team.
- Effectively and persuasively present facts, evidence, precedents and recommendations in Court.
- Communicate effectively, both orally and in writing.
- Interpret applicable state, federal, and local laws, rules, regulations, and policies.
- Develop and maintain effective working relationships with employees, other agencies, court staff, county officials and the general public.
- Make effective decisions under stress, meet deadlines and multitask.

IV. Qualifications:

- Education – Law Degree from an accredited law school.
- Must be a member in good standing with the Oregon State Bar. (Practicing attorneys and graduating law students sitting for the bar exam are welcome to apply)
- Years of qualifying experience:
 - DDA I: Prior relevant work experience preferred but not required
 - DDA II: 3+ years of qualifying experience
 - DDA III: 5+ years of qualifying experience
- Prior experience in a District Attorney's Office is preferred. Consideration will be given for any satisfactory combination of experience and training that demonstrates the knowledge and abilities to perform the above-described duties.
- Current driver's license.
- Prior to or on date of hire:
 - Able to complete a thorough employment and/or criminal history check.
 - Able to successfully pass a pre-employment drug test.
 - Final candidates will be required to provide *official* proof of college degree and certified transcripts.

V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- This position is 'at-will', and either Crook County or the employee may terminate the relationship at any time with or without cause.
- Work location is 300 NE Third St., Prineville, OR
- Fair Labor Standards Classification: **Exempt**
- Crook County is an Equal Opportunity Employer.

This position is open until filled

To apply, please send your resume and cover letter to: da.office@crookcountyor.gov or apply online at <https://co.crook.or.us/dista/page/job-openings>