



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

**Deputy District
Attorney II
(Domestic
Violence)**

SALARY: \$6,380.00 - \$8,069.00 Monthly

OPENING DATE: 07/22/21

CLOSING DATE: 08/05/21 01:00 PM

DESCRIPTION:

Polk County is located in Oregon's beautiful Willamette Valley. If you seek a position where voices are heard and contributions are valued and recognized, consider Polk County. Every employee plays a critical role providing helpful and friendly service to make a difference to the citizens and communities that we serve. We offer a generous benefits package which includes county contribution to health insurance, fully paid retirement in PERS paid life insurance, long term care, paid holidays, Student Loan Forgiveness, and more!

Prosecutes any criminal offense from submission of reports by police to final resolution. Primarily responsible for domestic violence caseload. May perform child support case legal work.

PRINCIPAL DUTIES:

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, email 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 victims, 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. Is on call to answer emergency calls day and night.
8. Maintain confidentiality at the direction of supervisor.
9. Prepares and presents trainings and information updates for local law enforcement, fellow

prosecutors and the public on issues related to prosecution and updated laws.

10. 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. Minimum of two years of experience at the level of Deputy District Attorney I; 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. If you are a military veteran and want to apply for Veterans' Hiring Preference, you must attach the Veterans' Preference Form (available on our website) and your DD-214/215 and/or disability letter. ****

DO NOT ATTACH ANY OTHER DOCUMENTS (transcripts, letters of recommendation, certificates, etc.) They will not be considered at the application stage. You may bring them to the interview if you are selected to interview. **

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

Position #00662
DEPUTY DISTRICT ATTORNEY II (DOMESTIC VIOLENCE)
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.
