County of Harney

OFFICE OF THE DISTRICT ATTORNEY
HARNEY COUNTY COURTHOUSE

JOB ANNOUNCEMENT
Harney County District Attorney's Office 450 N. Buena Vista
Burns, OR 97720
Phone: (541) 573 - 8300
Fax: (541) 573 – 8304

Job Title: Deputy District Attorney

Under the supervision of the District Attorney, the Deputy District Attorney represents the State of Oregon in Harney County as a trial lawyer in the prosecution of criminal actions in Circuit Court proceedings. The Deputy District Attorney prepares criminal, child support, civil forfeiture, juvenile dependency, and juvenile delinquency cases. The Deputy District Attorney assists the District Attorney in performing all of the functions of the District Attorney's office, including, but not limited to arraignments, release hearings, restitution hearings, plea/sentencing hearings, probation and revocation hearings, contempt hearings, mental commitment hearings, juvenile hearings, child support hearings, civil forfeiture proceedings, and jury trials.

Some of the specific responsibilities and duties of the Deputy District Attorney include:

1) Reviewing police reports, requesting follow-up investigation; charging offenses by information or indictment.

2) Drafting motions, orders, memoranda, Diversion Agreements, and search and arrest warrants with supporting affidavits.

3) Discussing (by letter, email, and telephone) with defense attorneys matters regarding the resolution of cases, discovery, and pre-trial matters.

4) Preparing witness lists and trial notes, researching legal issues, and conferring with citizen witnesses and police officers.

5) Presenting evidence and argument at arraignments, bail hearings, hearings on motions, trials, and mental commitment hearings. Also, conducting Grand Jury proceedings.

6) Conducting complex legal research, especially with regard to motions and case preparation, and to broaden his/her legal background; keeping abreast of court decisions and legislation affecting criminal laws.

7) Being on-call to answer emergency calls day and night.

8) Maintaining confidentiality at the direction of supervisor.

9) Performing related duties as required.

The Harney County District Attorney's Office is seeking either an entry-level applicant or a highly experienced criminal prosecutor. An entry-level applicant would handle primarily the misdemeanor docket, whereas an experienced prosecutor would handle a more varied and difficult caseload (felonies and misdemeanors) and receive less supervision and exercise more discretion and independent judgment.

With only one Deputy D.A., Harney County is an excellent place for an attorney to gain substantial trial experience very quickly. Furthermore, this position would be ideal for an attorney looking to make a direct positive impact on the community, shoulder significant responsibility, and carry a misdemeanor/felony caseload.

Qualifications: JD; member of the Oregon State Bar; will consider Washington and Idaho attorneys eligible for reciprocity.

The Area: Friendly small-town community with very affordable housing. This community is a great place to raise a family. In addition, camping, hunting, and fishing are within minutes. Cross-country skiing and snowmobiling are also within minutes throughout the winter months.

Salary Range: $5,112 - $6250 monthly ($61,347 - $75,000 yr.) + Benefits, including medical/dental insurance, vision insurance, employer paid life insurance, PERS, OSB dues. Salary will depend on experience.

Closing date for applications: November 12th, 2020

Expected interview date: November 19th, 2020 (video interview arrangements will be considered)

Expected Starting Date: January 4th, 2021

How to Apply: Send resume, cover letter, transcript, writing sample, and references to Harney County District Attorney's Office, 450 N. Buena Vista #15, Bums, OR 97720