



## Deputy District Attorney 3

 Portland, OR

Posted 30+ Days Ago

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Full time

R-5777

**Current employees: Please apply through the employee portal to be considered for this opportunity.**

**Pay Range:**

\$5,272.28 - \$7,809.62 Semimonthly

**Department:**

District Attorney

**Job Type:**

Regular Represented

**Exemption Status:**

United States of America (Exempt)

**Closing Date (Open Until Filled if No Date Specified):**

**The Opportunity:**

**The Multnomah County District Attorney’s Office invites skilled attorneys with a commitment to justice to apply for the position of Deputy District Attorney 3 (DDA3).**

The Multnomah County District Attorney’s Office is responsible for prosecuting offenders accused of committing state and municipal law violations within Multnomah County. The District Attorney’s Office is committed to the open and balanced administration of justice; one that honors and respects diversity in all of its forms.

## About Us



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**Current Multnomah County employees must apply [within Workday](#)**

We're glad you are considering a career that gives back and supports the community. Working for Multnomah County means having the opportunity to make a real difference in the community, no matter what position you hold.

Our organization’s top priority is to meet the many needs of our residents. We provide a wide array of



Office is considered to be one of the nation's leaders in drug courts, diversion programs, community courts, and neighborhood prosecution. We strive for professionalism, fairness, and openness. There are many opportunities to develop skills and grow within the organization, and this is what makes being a Multnomah County Deputy District Attorney an exciting and rewarding career.

This is an open until filled posting, meaning the job posting will be open to fill positions as they become available or as we fill current vacancies. **First review of applications will be September 29th.** If interested in this opportunity, please apply immediately.

The primary duties for this position include but is not limited to the following:

- Review police reports and evidence to make an informed charging decision in a wide variety of felony criminal offenses.
- Advise both law enforcement and community members regarding legal questions and procedures.
- Prepare major felony cases for trial including developing a trial strategy, preparing witnesses and drafting legal motions and memoranda.
- Negotiate case resolutions with defense counsel; analyze admissibility and determine presentation of witnesses and evidence; prepare legal briefs and litigate pre-trial motions.
- Appear in court and represent the State of Oregon in arraignments, grand jury proceedings, all phases of trial, entries of plea, sentencing hearings and probation violation hearings.
- Evaluate and prosecute complex, highly publicized, and sensitive felony cases for crimes against persons, such as all degrees of homicide, attempted murder, sexual and/or physical abuse, assault, rape and arson.
- Respond to and participate in homicide scene investigations and advise on seizure of evidence; assist investigators with search warrant affidavits.
- Conduct special training for Deputy District Attorneys and law enforcement personnel; assist in the development, recommendation, and implementation of policies and procedures related to criminal prosecution.
- Perform the most difficult assignments requiring a

censes, animal services, passports, mental health and addiction services and more.

[Learn more](#) about who we are, what we do, and why it matters.

#### Helpful Information

- [Veterans](#)
- [The Selection Process](#)



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- In the absence of the Deputy District Attorney 4, the Deputy District Attorney 3 assumes full responsibility.

### TO QUALIFY

#### Required Minimum Qualifications:

- At least 7 years of prior criminal prosecution experience.
- Prior jury trial experience of major felonies.
- Member in good standing of the Oregon State Bar or awaiting Oregon bar results.
- Excellent oral and written communication skills with the ability to persuasively present facts and evidence to judges and juries.
- Possess good judgment and organizational skills; effectively work with others; comprehend and follow complex instructions; interpret and implement legal analysis; deal tactfully with the public.
- Valid driver's license.

#### Preferred Special Qualifications/Transferable Skills:

- Prior homicide prosecution experience.
- Thorough knowledge of criminal law practice and rules of Oregon criminal procedure.
- Strong academic record.
- Resident of Multnomah County.

**\*Transferable skills: Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.**

#### Other:

- Candidates must successfully pass a thorough criminal background check and post -offer urine drug screen.
- COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exemption by October 18, 2021 as a qualification.



vaccination upon hire or submit an exception request prior to their start date.

During the interview process, you will be asked to sign a disclosure statement about the arrests and convictions of immediate family members and close relations pursuant to our policy regarding Outside Associations. Immediate family is defined to include parents, spouse, spouse equivalent, brother, sister, children, grandparents, or any individual where the relationship is close or intimate, or a roommate. An answer of "Yes" to any Outside Associates will not automatically disqualify an applicant.

### **SCREENING AND EVALUATION**

**The Selection Process:** For details about how we typically screen applications, review our overview of the [selection process page](#).

**We expect to evaluate candidates for this recruitment as follows:**

- **Initial review of application materials for minimum qualifications**
- **Oral exams and consideration of top candidates:** The Chief Deputy District Attorneys will select finalists from their scored interviews and forward those candidates to the District Attorney and his First Assistant for a second round of interviews and final selection.
- **Background and reference checks:** Finalists must pass a thorough background and reference check.

**Note: Please be mindful of checking your email inbox for messages upon submitting your application. You may be emailed requesting additional items from the Recruiter or hiring manager. If a response is not received in a timely manner your application may not be considered.**

**REQUIRED: The Application Packet: You must submit all requested items below. Failure to do so will be deemed as an incomplete application.**

- 1. An online application demonstrating you meeting minimum qualifications**
- 2. Unofficial copy of law school and undergraduate transcripts.**  
An official copy may be requested pending any offer.
- 3. A minimum of two (2) letters of reference.** Letters may be uploaded at the time the application is submitted or sent directly to the DA Recruiter at [da\\_hr@multco.us](mailto:da_hr@multco.us)



name of employer, location, dates of employment, your title, and a brief summary of your responsibilities.

**5. Cover letter addressing:**

- Why you are interested in the position, AND
- How you meet the required minimum qualifications for this position (Detailing how your experience and training qualifies you for this role. Please be specific about your experience as it relates to the Essential Job Functions, To Qualify, and Specific KSAs sections above.)

**6. Supplemental Questions:** Please upload your answers as a separate attachment.

**\*REQUIRED SUPPLEMENTAL QUESTIONS\***

1. Are you a current member of the Oregon State Bar? If answered no, when do you expect to be admitted?
2. Have you ever been the subject of a disciplinary inquiry as a student, as a member of a professional association or as an employee? If yes, please describe the general circumstances of the disciplinary inquiry; identify the tribunal (with reference number) and the resolution. An answer of "yes" will not automatically disqualify an applicant.
3. Have you ever been dismissed or asked to resign from any employment or other position? If yes, please describe the general circumstances of the dismissal or resignation. An answer of "yes" will not automatically disqualify an applicant.
4. Has your driver's license ever been suspended or revoked? If yes, please explain.
5. Have you ever been arrested or charged with any moving violation or traffic related crime? If yes, please explain.
6. Have you ever been dropped, suspended, expelled, disciplined, or subjected to a disciplinary inquiry or proceeding by any college or law school for any cause whatsoever? If yes, please explain.
7. Have you ever been a party to any civil proceeding, including bankruptcy or administrative proceeding? If yes, please explain.
8. Have you ever been charged with fraud or dishonesty in any civil proceeding? If yes, please explain.
9. Have you had more than five checks dishonored or ever had a check for more than \$100 dishonored because of insufficient funds in the past three years? If yes, please explain.
10. Do you now have any loans, accounts, judgments, or financial obligations of any nature to include child support payments and



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12. Have you ever been accused of dishonesty in connection with employment? If yes, please explain.

13. Have you ever applied for a license, other than as attorney at law, the procurement of which required proof of "good moral character" (i.e., CPA, patent agent, notary public, real estate broker, physician, nurse)? If yes, please explain.

14. Have you or anyone you have worked with ever been charged with the unauthorized practice of law as a result of your conduct? If yes, please explain.

15. Have you or anyone you have worked with ever been sanctioned, censured, reprimanded, disciplined, suspended, disqualified or disbarred as a member of any profession or as a practitioner before any administrative agency as a result of your conduct? If yes, please explain.

16. Have you ever been suspended or removed from public office because of conduct reflecting adversely upon your character? If yes, please explain.

17. Have you ever been denied a bond, had a bond revoked, or had anyone seek to recover on or cancel a bond? If yes, please explain.

18. Have you ever been subject to any disciplinary action in connection with military service? If yes, please explain.

19. Has anyone to your knowledge ever complained to your law school or other supervising body in connection with your conduct under a student practice or legal intern rule? If yes, please explain.

**Note: The application, resume and cover letter should demonstrate your work experience/skills and how it is related to those shown in the Overview, Essential Job Functions and To Qualify sections of the job announcement. Please be thorough, as these materials will be scored and determine your eligibility for an interview.**

### Additional Information

**Type of Position: This hourly union-represented position is eligible for overtime.**

**Multnomah County offers a comprehensive [benefit package](#) to all eligible employees. A few highlights include :**

- Health insurance (medical, dental, vision, Rx through Moda Health or Kaiser Permanente).
- Qualify for a defined benefit pension after five years



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insurance

- Optional deferred compensation and flexible spending accounts
- Access to a free annual Tri-met bus pass
- Access to wellness resources

**Diversity and Inclusion:** At Multnomah County, we don't just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

We are proud to be an Equal Opportunity Employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics. The [EEO is the Law poster](#) is available for your reference. Multnomah County is a VEVRAA Federal Contractor. We request priority protected veteran referrals.

**Veterans' Preference:** Under Oregon Law, qualifying veterans may apply for veterans' preference. Review our [veterans' preference page](#) for details about eligibility and how to apply.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

### Questions?

#### Recruiter:

Vi Ton

#### Email:

vi.ton@mcdca.us

#### Phone:

+1 (503) 9884943 x84943

Application information may be used throughout the entire selection process. This process is subject to change without notice.

*Disclaimer: This announcement is intended as a general descrip-*



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