



# UNION COUNTY BOARD OF COMMISSIONERS

Steve McClure, Commissioner  
Jack Howard, Commissioner  
Donna Beverage, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue La Grande, OR 97850

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TTY 1-800-735-1232

## NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

**POSITION:** Deputy District Attorney I, II or III

**DEPARTMENT:** Union County District Attorney

**FTE:** 1.0 FTE

**OPENING DATE:** January 3, 2018

**CLOSING DATE:** February 1, 2018

**SALARY:** DDA I: Range 21 (\$4,267 - \$5,521/month) with benefits; DDA II: Range 22 (\$4,480-\$5,797/month) with benefits; DDA III: Range 23 (\$4,704 - \$6,086/month) with benefits

### **DUTIES:**

- Represent the State of Oregon by prosecuting criminal cases on behalf of the people of the State of Oregon in Union County
- Represent the State of Oregon in juvenile delinquency, dependency, forfeiture, child support and civil commitment proceedings
- Advise and train law enforcement and represent the District Attorney in a variety of interagency groups and committees
- Responsible for analysis, preparation, negotiation and litigation of a general caseload
- Any other duties as assigned by the District Attorney

### **REQUIREMENTS:**

- Must be a member in good standing of the Oregon State Bar
- Prior prosecutorial and/or trial experience is preferred
- Valid driver's license is required
- Must be a person of the highest integrity and must pass a criminal background check
- DDA II requires a minimum of 2 years of experience. DDA III requires a minimum of 5 years of experience.

**SEE JOB DESCRIPTION FOR ADDITIONAL REQUIREMENTS.**

### **APPLY:**

County application, cover letter, resume and references may be dropped off at the District Attorney's Office and/or mailed to:

Kelsie McDaniel  
Union County District Attorney  
1104 K Avenue, Second Floor  
La Grande, OR 97850

*Union County Employment Applications may be found at <http://union-county.org>*  
**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**