



DESCHUTES COUNTY HUMAN RESOURCES

# EAP Deputy District Attorney Job Posting

---

## **ABOUT THE DEPARTMENT:**

The District Attorney's Office represents the State of Oregon in all criminal cases filed in Deschutes County. Representation includes enforcing the laws of the State of Oregon, protecting the innocent, ensuring the guilty are held accountable, and advocating for victims of crime to be heard and respected in the process. The District Attorney and a team of Deputy District Attorneys are responsible for evaluating the investigative reports submitted by local, state and federal agencies and determining whether justice and public safety require prosecution. If the Office initiates prosecution, the attorneys are then responsible for presenting evidence to and advising the Grand Jury, and representing the State at every stage of the criminal proceeding in Circuit Court thereafter. The Office can also decide to defer certain cases out of the traditional criminal justice system into alternative diversion programs that maintain community safety and improve offender and victim outcomes. The mission of the DA's Office is to ensure justice and community safety.

## **ABOUT THE COUNTY:**

We know where you choose to live, work and play matters. Deschutes County is one of the largest employers in Central Oregon and the largest municipal government in the region. Our dedicated and passionate workforce of more than 1,100 employees provide County services in a number of departments, divisions, and offices.

Located in the heart of Central Oregon, between the towering Cascade Mountain Range to the west and the high desert plateau to the east, Deschutes County is the outdoor recreation capital of Oregon. We enjoy a renowned quality of life, with big-city opportunities and small-town neighborhoods.

## **ABOUT THE JOB:**

The Emerging Adult Program Deputy District Attorney (DDA) will serve as a critical member of the Deschutes County District Attorney Office's Emerging Adult Program (EAP) team. The EAP aims to safely and effectively reduce charging of cases involving young adults (18-24 years old) through a restorative justice initiative – focused on supporting offender accountability, while improving victim outcomes and public safety.

This position will be responsible for the analysis, preparation, and disposition of criminal cases specially involving young adults. The EAP DDA will review and monitor all young adult cases to determine program eligibility and track. The incumbent is expected to comply with all legal practices and standards, as well as office policy, and will provide training to the office on the EAP program and criminal justice reform initiatives. All ineligible and revoked EAP cases will be referred to another DDA for prosecution. The position will work under the direction of the Chief Deputy District Attorney who assigns work, reviews performance, and provides consultation on cases.

### Goals for the EAP DDA

1. Support restorative justice outcomes
2. Evaluate and offer timely assessment to all possible candidates for EAP participation
3. Maintain community safety and justice
4. Improve victim (harmed party) and offender (responsible party) outcomes
5. Reduce young adult cases entering the traditional criminal justice system

To achieve these goals, the EAP DDA will work in partnership with the DA Office's dedicated Program Development Technician and Victim Advocate, as well as an Investigator and Management Analyst. The full EAP team also involves Community Solutions of Central Oregon's facilitator, and program coordinator; Thrive Central Oregon's case manager; and other local agencies and a team of community volunteers. This collaborative inter-disciplinary team develops, implements, and tracks the EAP restorative justice grant program.

**This is a temporary, half-time (0.5 FTE/20 hours per week) grant-funded position that is anticipated to run from July 1, 2022 to December 31, 2023.** Continuation of the position into 2024 and beyond is based on approval of a no-cost extension and future grant funding. A final offer for this position is contingent on DCDA receiving the grant award.

#### Optional:

- Check the box if remote work is available.
- Check the box if a hybrid of in-office/remote work is available.

This position may be conducted at the DCDA office in Bend, Oregon or at a remote location.

#### **Key Responsibilities:** *(Highlights – 3 key responsibilities)*

- Reviews, monitors, and tracks all cases referred to the EAP to determine eligibility, progression through the program, and approval intervention plans.
- Oversees the daily management of the EAP grant operations, working closely with program development technician, maintaining regular communication with program partners, and recruiting, training and scheduling community facilitators.
- Tracks and collects statistical information and data on performance measures, technology, and policy issues; prepares reports of study conclusions and recommendations.

#### **What You Will Bring:** *(Highlights – 3 each to knowledge and skills based on the job description)*

Knowledge of or experience with:

- Criminal law and the practices and procedures of criminal prosecution, legal research methods, and applicable rules, codes and regulations for area of assignment.
- Principles and techniques for program development and implementation, file record keeping, and data management.
- Operating a personal computer, utilizing standard (Microsoft Office Suite) and specialized software (Zoom, Cognito Forms, Karpel, or similar), and entering information into a computer system with speed and accuracy.

Skill in:

- Communicating effectively verbally and in writing and work with minimum supervision, using initiative and independent judgment within established procedural guidelines.

- Establishing and maintaining effective working relationships with other employees, clients, and agencies at all times.
- Analyzing administrative and operational data and issues, interpreting policies and regulations, evaluating alternatives, and recommending changes based on findings.

**Preferred Qualifications:**

- Knowledge of and belief in the impact of restorative justice and criminal justice reform.
- Experience coordinating or managing complex programs.
- Experience with grant management and funding, and reporting and contract management.
- Minimum of 3-5 years of experience in law office.

**NECESSARY SPECIAL REQUIREMENTS:**

- Law Enforcement Data System (LEDS) and CJIS certification from the State of Oregon are required within six months of hire



DESCHUTES COUNTY HUMAN RESOURCES

# Program Development Technician Job Posting

---

## **ABOUT THE DEPARTMENT:**

The District Attorney's Office represents the State of Oregon in all criminal cases filed in Deschutes County. Representation includes enforcing the laws of the State of Oregon, protecting the innocent, ensuring the guilty are held accountable, and advocating for victims of crime to be heard and respected in the process. The District Attorney and a team of Deputy District Attorneys are responsible for evaluating the investigative reports submitted by local, state and federal agencies and determining whether justice and public safety require prosecution. If the Office initiates prosecution, the attorneys are then responsible for presenting evidence to and advising the Grand Jury, and representing the State at every stage of the criminal proceeding in Circuit Court thereafter. The Office can also decide to defer certain cases out of the traditional criminal justice system into alternative diversion programs that maintain community safety and improve offender and victim outcomes. The mission of the DA's Office is to ensure justice and community safety.

## **ABOUT THE COUNTY:**

We know where you choose to live, work and play matters. Deschutes County is one of the largest employers in Central Oregon and the largest municipal government in the region. Our dedicated and passionate workforce of more than 1,100 employees provide County services in a number of departments, divisions, and offices.

Located in the heart of Central Oregon, between the towering Cascade Mountain Range to the west and the high desert plateau to the east, Deschutes County is the outdoor recreation capital of Oregon. We enjoy a renowned quality of life, with big-city opportunities and small-town neighborhoods.

## **ABOUT THE JOB:**

The Program Development Technician (PDT) will serve as a critical member of the Deschutes County District Attorney Office's Emerging Adult Program (EAP) team. The EAP aims to safely and effectively reduce charging of cases involving young adults (18-24 years old) through a restorative justice initiative -- focused on supporting offender accountability, while improving victim outcomes and public safety.

The PDT is responsible for coordinating program meetings, scheduling volunteers, collecting and tracking data, identifying and flagging cases and participating in case review. In addition, the PDT will assist in implementing program goals, establishing and monitoring performance benchmarks, drafting contracts, and with community outreach. This position reports to the DCDA Management Analyst to coordinate the EAP grant program.

## **Goals for the EAP PDT**

6. Support restorative justice outcomes
7. Identify and offer timely screening of all possible candidates for EAP participation.
8. Maintain community safety and justice.
9. Support program implementation and community engagement

10. Improve victim (harmed party) and offender (responsible party) outcomes
11. Reduce young adult cases entering the traditional criminal justice system

To achieve these goals, the PDT will work in partnership with the DA's Office EAP team that involves a dedicated Duty District Attorney and Victim Advocate, as well as an Investigator and the Management Analyst. The full EAP team also includes Community Solutions of Central Oregon's facilitator, and program coordinator; Thrive Central Oregon's case manager; and other local agencies, and a team of community volunteers. This collaborative inter-disciplinary team develops, implements, and tracks the EAP restorative justice grant program.

**This is a temporary, half-time (0.5 FTE/20 hours per week) grant-funded position that is anticipated to run from July 1, 2022 to December 31, 2023.** Continuation of the position into 2024 and beyond is based on approval of a no-cost extension and future grant funding. A final offer for this position is contingent on DA's Office receiving the grant award.

Optional:

- Check the box if remote work is available.
- Check the box if a hybrid of in-office/remote work is available.

On non-program meeting days there is the opportunity to work remotely, the meeting schedule is still to be determined. Program meeting days require the PDT to be in-person to greet program participants.

**Key Responsibilities:** *(Highlights – 3 key responsibilities)*

- Coordinates, schedules and administers program planning meetings and RJ circles, and provides technical assistance to community groups and/or programs to ensure the successful implementation of the EAP.
- Collects and reviews case information, prepares and edits confidential and sensitive legal documents, and maintains confidential document logs and databases, identifies discrepancies and deficiencies and updates files and databases.
- Maintains and updates program materials, and generates original documents for the program and the district attorney.

**What You Will Bring:** *(Highlights – 3 each to knowledge and skills based on the job description)*

Knowledge of or experience with:

- Working collaboratively with a small staff team, local non-profits and agency partners, and community volunteers.
- Operating a personal computer, utilizing standard (Microsoft Office Suite) and specialized software (Zoom, Cognito Forms, Venngage, Karpel, or similar), and entering information into a computer system with speed and accuracy.
- Principles of confidential record keeping, case files, and data management.

Skill in:

- Working independently, in an organized and detailed fashion while keeping key individuals and groups informed and prepared.
- Ability to develop and present concise information to small and large groups of individuals through excellent writing, presentation and public speaking skills.
- Providing exceptional customer service, effectively handling hostile, angry, and emotional participants, and showing compassion and support to offenders and victims.

We hope you'll consider joining our talented team.

**Preferred Qualifications:**

- Knowledge of and belief in the impact of restorative justice and criminal justice reform.
- Experience coordinating or managing complex programs.
- Experience with grant management and funding, and reporting and contract management.
- A bachelor's degree in social work or criminal justice.
- Minimum of 2-3 years of experience in law office, juvenile justice, program management or substance abuse prevention.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of or ability to obtain a valid Oregon driver's license within 30 days of hire date.
- Law Enforcement Data System (LEDS) and CJIS certification from the State of Oregon are required within six months of hire



DESCHUTES COUNTY HUMAN RESOURCES

# EAP Victim Advocate Job Posting

---

## **ABOUT THE DEPARTMENT:**

The District Attorney's Office represents the State of Oregon in all criminal cases filed in Deschutes County. Representation includes enforcing the laws of the State of Oregon, protecting the innocent, ensuring the guilty are held accountable, and advocating for victims of crime to be heard and respected in the process. The District Attorney and a team of Deputy District Attorneys are responsible for evaluating the investigative reports submitted by local, state and federal agencies and determining whether justice and public safety require prosecution. If the Office initiates prosecution, the attorneys are then responsible for presenting evidence to and advising the Grand Jury, and representing the State at every stage of the criminal proceeding in Circuit Court thereafter. The Office can also decide to defer certain cases out of the traditional criminal justice system into alternative diversion programs that maintain community safety and improve offender and victim outcomes. The mission of the DA's Office is to ensure justice and community safety.

The Victims' Assistance Program (VAP) is a unit in the District Attorney's Office that specializes in helping crime victims in Deschutes County. The primary function of this program is to help crime victims navigate the criminal justice system process and provide assistance that promotes establishing victim stabilization after the crime. The team works to ensure that victims are treated with dignity, respect and compassion, with a mission to involve crime victims and the community in a restorative process that diminishes the devastating impact of crime.

## **ABOUT THE COUNTY:**

We know where you choose to live, work and play matters. Deschutes County is one of the largest employers in Central Oregon and the largest municipal government in the region. Our dedicated and passionate workforce of more than 1,100 employees provide County services in a number of departments, divisions, and offices.

Located in the heart of Central Oregon, between the towering Cascade Mountain Range to the west and the high desert plateau to the east, Deschutes County is the outdoor recreation capital of Oregon. We enjoy a renowned quality of life, with big-city opportunities and small-town neighborhoods.

## **ABOUT THE JOB:**

The Victim Advocate (VA) will serve as a critical member of the Deschutes County District Attorney Office's Emerging Adult Program (EAP) team. The EAP aims to safely and effectively reduce charging of cases involving young adults (18 to 24 years old) through a restorative justice initiative -- focused on supporting offender accountability, while improving victim outcomes and public safety.

This position will be responsible for connecting with and supporting victims, conducting specialized legal support, providing technical knowledge of the justice system, and handling complex technical and clerical activities. The VA will report to the Victims' Assistance Program Manager, but will have EAP work assigned by the Management Analyst, who directs the EAP grant program.

### Goals for the EAP VA

- Support restorative justice outcomes
- Ensure victims know their rights and their rights are upheld
- Maintain community safety and justice.
- Improve victim (harmed party) outcomes
- Reduce young adult cases entering the traditional criminal justice system

To achieve these goals, the EAP VA will work in partnership with the DA Office's EAP team that involves a dedicated Deputy District Attorney and Program Development Technician, as well as an Investigator and Management Analyst. The full EAP team involves Community Solutions of Central Oregon's facilitator, and program coordinator; Thrive Central Oregon's case manager; and other local agencies and community volunteers. This collaborative inter-disciplinary team develops, implements, and tracks the EAP restorative justice grant program.

**This is a temporary, half-time (0.5 FTE/20 hours per week) grant-funded position that is anticipated to run from July 1, 2022 to December 31, 2023.** Continuation of the position into 2024 and beyond is based on approval of a no-cost extension and future grant funding. A final offer for this position is contingent on DCDA receiving the grant award.

#### Optional:

- Check the box if remote work is available.
- Check the box if a hybrid of in-office/remote work is available.

On non-program meeting days there is the opportunity to work remotely, the exact weekly meeting schedule is still to be determined.

#### Key Responsibilities: *(Highlights – 3 key responsibilities)*

- Informs victims of their rights, the differences between the traditional criminal justice system and EAP, and solicits victim's views to share those thoughts with the EAP team.
- Participates in EAP RJ circles as a victim surrogate or for victim support.
- Works closely with the victim, community partners and the case manager to improve harmed party outcomes by providing advocacy services that includes crisis intervention, direct services, information and assistance within scope of authority.

#### What You Will Bring: *(Highlights – 3 each to knowledge and skills based on the job description)*

##### Knowledge of or experience with:

- State laws, regulations, and standards governing the administration of victims' rights laws for the adult justice system and the release of information and confidentiality.
- Collecting and analyzing client and case information; maintaining document logs, identifying discrepancies and deficiencies, and requesting additional documents and information within scope of authority.
- Operating a personal computer, utilizing standard (Microsoft Office Suite) and specialized software (Zoom, Cognito Forms, Karpel, or similar), and entering information into a computer system with accuracy and confidentiality.



Skill in:

- Working independently, in an organized and detailed fashion while keeping key individuals and groups informed and prepared.
- Identifying and assessing victims' needs and adversarial situations.
- Demonstrating courteous behavior when interacting with visitors, staff, offenders and victims from varying social, economic, and ethnic backgrounds and able to de-escalate and handle crisis intervention

We hope you'll consider joining our talented team.

Preferred Qualifications:

- Knowledge of and belief in the impact of restorative justice and criminal justice reform.
- Experience working in the legal system
- Prior victim advocate training
- Minimum of 2-3 years of experience in law office, juvenile justice, program management or substance abuse prevention. Additional experience may be substituted for education.

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of or ability to obtain a valid Oregon driver's license within 30 days of hire date.
- Victim Advocate training within one year of hire.
- Law Enforcement Data System (LEDS) and CJIS certification from the State of Oregon are required within six months of hire