



**State of Oregon  
Department of Justice**

**ATTORNEY AND LAW CLERK  
EMPLOYMENT  
OPPORTUNITIES**

December, 2007

**TO OBTAIN MORE INFORMATION  
ABOUT EMPLOYMENT OPPORTUNITIES,  
PLEASE CALL  
THE ATTORNEY JOB INFORMATION LINE AT**

**(503) 378-5555, extension 4  
(800) 735-1232 TTY**

**OR INTERNET:  
<http://www.doj.state.or.us>**

**OR ADDRESS LETTERS TO:**

**Department of Justice  
Attorney Recruitment  
1162 Court Street  
Salem, OR 97301-4096**

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**Department  
Mission**

The Oregon Department of Justice is responsible for general counsel and supervision of all civil actions and legal proceedings in which the state is a party or has an interest. The Department, through the Attorney General, also has full charge and control of all the state's legal business that requires the services of an attorney or legal counsel. The Department is further responsible for the operation of a number of program areas designated by the legislature, such as child support enforcement, district attorney assistance, crime victim compensation, charitable activity enforcement and consumer protection services. The Department has a biennial budget of approximately \$290 million and a staffing authorization of approximately 1300 employees, the greatest number of whom are located in Salem.

**Opportunities**

The Oregon Department of Justice offers two types of attorney position opportunities:

- Full time permanent Assistant Attorney General positions. These positions require that a person be a member of the Oregon State Bar (see page 2). Most of these positions are represented through collective bargaining by the Oregon Association of Justice Attorneys.
- Honors Attorney Program. A limited number of one year appointments, with a possible second year, as a full time Assistant Attorney General are available for outstanding recent graduates who possess a J.D. degree and who successfully take the Oregon State Bar Exam (see page 9).

Additionally, the department employs a significant number of temporary law clerks. These positions are summer and/or school year appointments designed for current law students who have completed at least one semester of law school (see page 10).

**Affirmative  
Action/Equal  
Opportunity**

The Department is committed to achieving affirmative action objectives that will assist recruitment, employment and advancement of minorities, women and the disabled.

All personnel decisions are made without regard to race, color, religion, ancestry, national origin, age, disability, sex and marital status (except in the case of family relationship to the extent permitted by law). The Department gives full consideration to the employment and advancement of minorities, women and persons with disabilities.

**Application for  
Attorney Positions**

The application process for Assistant Attorney General positions with the Oregon Department of Justice is designed for ease and efficiency for both the applicant and the Department. Whenever a vacancy is announced, applications are accepted until 5:00 p.m. of the closing date. Classified ads for vacancies are placed in the Sunday edition of the Oregonian and occasionally other publications in circulation in the state. The department has an attorney job information line which is updated as vacancies occur and is accessible 24 hour a day ((503) 378-5555, ext 4). In addition, current vacancies and application forms can be accessed from the Internet at <http://www.doj.state.or.us>.

All applications received in response to a specific announcement are reviewed by the division management personnel in charge of a recruitment. Approximately 10 candidates are selected for initial interview, either in person (preferably) or by telephone. Following these interviews, three candidates are referred to the Attorney General for final interviews. The Attorney General makes all hiring decisions. All applications will be kept on file for one year from submittal date.

Applications that are not directed to a specific vacancy can be submitted at any time. However, persons with applications on file are required to contact the Department in writing for each vacancy for which they wish to be considered. The letter should state why you are interested in the position and what qualifications you have relating to the position.



**Office of the  
Attorney  
General**

The Office of the Attorney General includes the Attorney General, Deputy Attorney General, Associate Attorney General, two Special Counsels to the Attorney General, the Executive Assistant to the Attorney General and the Public Affairs Officer.

**Appellate  
Division**

Appellate Division is responsible for all appeals in which the state is a party or is interested. The attorneys in this division regularly brief and argue appeals in the Oregon Court of Appeals, the Oregon Supreme Court and the federal Ninth Circuit. They also occasionally appear in other federal intermediate appellate courts and in the United States Supreme Court.

The Appellate Division's law practice spans a broad range of civil, administrative and criminal cases. Some division attorneys have expertise in criminal law and procedure, while a few have special administrative or civil law backgrounds. Most division attorneys, however, handle a wide variety of appeals. The division's work is organized into three general categories:

- **Civil/Administrative appeals:** Civil appeals include state and federal litigation involving tort, civil rights, contract and labor relations issues. The civil caseload includes juvenile court wardship cases and termination of parental rights proceedings based on child abuse or neglect. Administrative appeals arise out of the full range of decisions made by executive branch agencies, including driver's license revocations, discipline of professionals engaged in regulated occupations (e.g., real estate agents, teachers, chiropractors, physicians), welfare entitlement, unemployment and workers' compensation, environmental regulation and prison parole and disciplinary proceedings.
- **Criminal appeals:** The Appellate Division handles all appeals arising out of criminal prosecutions brought by county District Attorneys. The overwhelming majority of these appeals are pursued as a matter of right by convicted criminal defendants. As a result, many of these cases involve highly routine issues. A significant proportion, however, raise complex and sensitive constitutional and criminal law questions that affect all aspects of the criminal justice system.
- **Collateral Remedies and Capital appeals:** This unit handles all the direct appeals in capital cases, in proceedings in which a person collaterally challenges the validity of his or her conviction, and in civil and administrative proceedings in which an inmate challenges the legality and conditions of his or her confinement. The primary caseload will be appeals in post-conviction proceedings in state court and appeals habeas-corpus proceedings in state and federal court. In addition, the unit will handle original-jurisdiction mandamus and habeas-corpus proceedings in the Oregon Supreme Court.

## **Civil Enforcement**

Civil Enforcement Division is the civil law enforcement arm of the Department of Justice. Through its sections, the Division (1) enforces laws of the state, including family law, collection of outstanding debts, Medicaid fraud, financial fraud, charitable solicitation and gaming, and (2) defends SAIF Corporation on workers' compensation claims.

- **Civil Recovery Section** represents the State and its agencies in a wide range of Plaintiff's civil litigation. This typically involves initiating lawsuits to enforce monetary and other obligations arising from contract, statute and tort. Additionally, the section represents the State in all bankruptcy matters involving the State, including regulatory as well as collection.
- **Family Law Section** represents the Division of Child Support of the Department of Justice and the State Office for Services to Children and Families in cases involving termination of parental rights. Its attorneys, who are located in Portland, Salem and Eugene, litigate matters involving paternity determination, child support, termination of parental rights and juvenile cases, and specially assigned juvenile dependency cases, in addition to their advice giving functions.
- **Financial Fraud/Consumer Protection Section** enforces laws relating to racketeering (civil law), antitrust, unfair trade practices and securities.
- **Medicaid Fraud Unit** handles statewide criminal and civil law prosecutions regarding fraudulent Medicaid providers, including physicians and operators of nursing homes, hospitals and pharmacies.
- **Charitable Activities Section** enforces laws regarding charitable trusts and solicitation, and operation of bingo games and raffles.

## **Criminal Justice**

Criminal Justice Division provides investigative and prosecutorial assistance to Oregon's 36 district attorneys; publishes the Oregon Criminal Reporter and other manuals for the law enforcement community; provides investigative and prosecutorial services to the Secretary of State's office. Additionally, the Criminal Justice Division serves as counsel to the Board on Public Safety Standards and Training.

- **District Attorney Assistance Section** provides trial and investigative assistance to district attorneys, provides training and legal publications to the District Attorneys and their deputies and coordinates the activity of the Oregon District Attorneys Association.
- **Crime Victims Assistance Section** administers the Crime Victims' Compensation Act to assist victims of violent crimes through reimbursement of certain costs related to injury incurred due to the criminal conduct of another person.

## **General Counsel**

General Counsel Division provides a broad range of legal services to state officials, agencies, boards and commissions. This is accomplished through such activities as giving day to day legal advice, drafting contracts and other documents, representation in administrative hearings and furnishing legal opinions. The division also handles some litigation and appellate work involving client agencies, and drafts ballot titles in cooperation with the Appellate Division. The division's work is organized into sections dealing with specialized areas of the law.

- **Business Activities Section** represents the Department of Veterans' Affairs, Department of Consumer and Business Services, Housing Agency, Real Estate Agency, Oregon Liquor Control Commission and numerous small boards and commissions. This section also represents most of the state's licensing and regulatory agencies. Section attorneys provide legal advice to these agencies and represent them in regulatory and enforcement proceedings.
- **Business Transactions Section** focuses its mission on improving the business transactions of State government. The section specializes in legal issues related to Business and Contract Law. Staff attorneys are divided into seven (7) general practice groups: Construction; Corporate Finance & Securities; Information Systems; Loan Transactions; Real Property; Solicitation Issues; and Third-party Opinions. The staff counsel provide a broad range of business legal services to all State agencies in the following specific areas: State Administrative Law; General Commercial Law; Construction Law; Leasing; Licensing; Real Estate Transactions; Federal and State Public Contracting Law; Information Systems Technology; and Intellectual Property Law, including software development and licensing. Additionally, each section attorney functions as general counsel for at least one of the following State agencies: Department of Administrative Services, in its Information Resources Management; Purchasing; and Transportation, Purchasing and Print Services Divisions; Oregon Arts Commission; Department of Corrections, in its Contracts; Facilities; and Corrections Industries (Inside Oregon) Divisions; Oregon State Fair and Exposition Center; Information Communication Division; Oregon Resource and Technology Fund; Secretary of State, in its Business Services Division; Department of Transportation, in its Contracts/Transactions Division; Travel Information Council; and State Treasurer, in its Investment Division (Special Transactions).
- **Government Services & Education Section** represents the Legislative Administration Committee, Secretary of State, Department of Administrative Services, Department of Transportation, State Court Administrator, Department of Corrections, Board of Parole, Oregon Military Department, Oregon Government Standards and Practices Commission, Oregon Youth Authority and several other commissions and boards. Services provided range from advice on operation of the state's prisons to drafting contracts for the purchase, sale or lease of

state property and facilities; from advice on state ethics law to advice on parole and probation issues. The section acts as counsel to the Risk Management Division, providing it with legal advice on the administration of the state's tort liability and property self insurance programs.

- **Human Services Section** represents the Office of Medical Assistance Programs, Employment Department, Department of Human Resources and its major component agencies: Office of the Director, State Office for Services to Children and Families, Adult & Family Services Division, Senior and Disabled Services Division, Vocational Rehabilitation Division, Health Division, Mental Health and Developmental Disability Services Division and associated institutions. The section also represents related councils, commissions and boards. Attorneys in the section frequently deal with residential care licensing issues, juvenile court cases and the complex laws and regulations of federal entitlement programs.
- **Labor and Employment Section** specializes in legal problems that arise in state government between the managers of state agencies and their employees. The section provides counsel to all state agencies in matters of labor law and labor relations. Additionally, the section is specifically assigned counsel to the Personnel and Labor Relations Division of the Department of Administrative Services, Employment Relations Board, and the Fair Dismissal Appeals Board.
- **Natural Resources Section** represents a number of related agencies, including the Department of Environmental Quality, Land Conservation and Development Commission and Department, State Land Board and Division of State Lands, and the Departments of Forestry, Fish and Wildlife, Agriculture and Water Resources. A great deal of the attorneys' work involves reviewing and assisting with the administrative procedures used by each agency in carrying out its statutory responsibilities. This includes drafting and reviewing administrative rules, review of agency orders, representing agencies at administrative hearings and general advice on administrative procedures. Further, attorneys in the section review agency documents such as contracts, leases and conveyances, and represent agencies in trial and appellate courts.
- **Regulated Utility and Business Section** represents the Public Utility Commission and a limited number of licensing boards and commissions.
- **Tax and Finance Section** work falls generally into five categories: litigation; representation at conferences before the Department of Revenue; preparation of written legal opinions; legislative drafting, research and testimony; and providing advice concerning state finance and investment issues. The section's primary clients are the Department of Revenue, the Public Employees' Retirement System,

the State Treasurer, the Oregon Investment Council, the Oregon State Lottery, and various state bond programs.

**Division of  
Child Support**

Attorneys in the Family Law Section of the Civil Enforcement Division represent the Division of Child Support, therefore, this division does not hire attorneys.

**Trial**

Trial Division is responsible for most state civil litigation in state and federal trial courts. Trial Division attorneys are immersed in all aspects of litigation, including investigation, motion and pleading practice, negotiation, witness preparation, depositions and court proceedings. The Trial Division prepares and tries hundreds of cases each year to judges and juries in both state and federal trial courts. Included among the types of cases handled are tort claim defenses (including medical malpractice and employment litigation), federal civil rights cases, condemnation acquisitions and major contract claims.

A number of the above cases are specifically assigned to the **Special Litigation** and **Commercial and Environmental Litigation Units**. In addition, the **Criminal & Civil Rights Litigation Unit** is assigned cases involving prison discipline, parole violation, habeas corpus and post conviction claims.

## **Honors Attorney Program**

The Honors Attorney Program is designed to provide recent law school graduates and judicial clerks with the opportunity to gain public law experience through employment as Assistant Attorneys General with the Department of Justice. The program offers an opportunity for attorneys to gain, at the beginning of their careers, an introduction to public law and to appellate and trial practice before state and federal courts. It exposes participants to complex vital public sector issues, emphasizing training through practical experience and work with experienced lawyers. Honors Attorney participants will be trained as advocates and will gain practical experience as public sector lawyers.

Under the program, four outstanding recent graduates or judicial clerks are selected annually for appointment as Assistant Attorneys General upon their admission to the Oregon Bar. The term of appointment initially is one year with the possibility of a second year. Participants are eligible to compete for appointment as permanent Assistant Attorneys General after completing 18 months in the program. Appointees receive the full Assistant Attorney General compensation package (see compensation schedule, page 12).

Honors Attorneys may be assigned responsibilities in the Appellate, Civil Enforcement, General Counsel and Trial Divisions of the Department of Justice. Applicants for the Honors Attorney Program should possess superior writing and research skills.

Applications are due in the fall each year and appointments will commence the following September.

Approximately ten finalists are selected by committee from all applicants. Finalists may be asked for an additional writing sample. Appointment decisions are made by the end of December.

## **Law Clerk Program**

The Oregon Department of Justice employs approximately 80 law students to provide legal support to Assistant Attorneys General. In any division, a law clerk's usual duties will be to perform library research or to investigate factual matters and to provide a written product. The final result may be used by the supervising attorney as background, it may be incorporated as part of an opinion or legal document or it may itself be a finished product such as a brief, memorandum, pleading or opinion. The Department expects the highest professional work from its clerks; conversely, the Department does not use law clerks as "gophers."

Law clerks are assigned to particular divisions, and to sections within those divisions. Law clerks periodically may be assigned work for another section or division due to workload demands. Transfers between divisions occasionally occur. Law clerks are assigned by Attorneys in Charge or designated law clerk supervisors to work with individual attorneys on a case by case basis, with assignments ranging from finding a single citation to working on a project for weeks or even months. A law clerk may have several projects for several attorneys going at once.

Appellate Division law clerks write briefs, with supervision, which are filed in the Court of Appeals. If they have completed their second year of law school and are certified, their names appear on their briefs and they may appear and argue before the Court of Appeals.

The pay for law clerks (see compensation schedule, page 12, for current rate) does not include fringe benefits, except as required by law (workers' compensation coverage only). The term of appointment usually is three months for summer and nine months for the school year, and is subject to renewal, but is statutorily subject to termination at any time without cause. Summer clerks are expected to work full 40 hour weeks. Arrangements can be made to allow a vacation, but the Department expects a minimum commitment of at least ten weeks during the summer. Clerks generally are appointed for up to 20 hours per week during the school year, averaged out during the nine month term of the appointment. Time off is allowed during finals, and those who remain in the area during vacations can work full time to make up for time missed during finals. Many summer appointments are made contingent upon continued availability of the clerk during the succeeding school year.

## About Salem

**LOCATION** - Salem, where the majority of the department's attorney and law clerk positions are located, is the capital city of Oregon and the Marion County seat. It is located on the 45th parallel just 47 miles south of Portland on Interstate Highway 5. It is in the heart of the fertile Willamette Valley, 58 miles by highway from the Oregon Coast and is 85 miles from the Cascade summit on the Santiam Pass.

**POPULATION\*** - Salem is the third largest city in Oregon, with a population of 136,924. Keizer, immediately north of Salem, has a population of 27,692. Marion County's population is 298,699. The population of Polk County, which includes part of Salem, is 60,719.

**CLIMATE** - The climate is mild, with discernable changes of seasons.

On the average, 70% of the total rainfall occurs from November through March. Only 6% occurs during the months of June, July and August. Average maximum temperature in July 82.4 and 45.3 in January. Average minimum temperature in July 50.7 and 32.2 in January.

Annual rainfall average 33 inches - Annual snowfall average 6.5 inches - Annual clear days average 77 - Annual rainless days average 216. Annual wind velocity 7.1 mph from southerly direction. Average growing season is 204 days.

For additional information, please contact:

Salem Area Chamber of Commerce  
1110 Commercial Street NE  
Salem, OR 97301  
(503) 581-1466  
[www.oregonlink.com](http://www.oregonlink.com)

\* 2000

## About Portland and Eugene

Other attorney and law clerk positions are located in Portland and Eugene. The climate is similar to Salem's. For additional information concerning these areas, please contact:

Eugene Area Chamber of Commerce  
PO Box 1107  
Eugene, OR 97440-1107  
(503) 484-1314  
[www.cvalco.org](http://www.cvalco.org)

Portland Area Chamber of Commerce  
221 NW 2nd Avenue  
Portland, OR 97231  
(503) 228-9411  
[www.pdxchamber.org](http://www.pdxchamber.org)

## Current Salary and Benefits Information (11/1/08)

### Attorneys

<b>Salary:</b>	Assistant Attorney General	\$56,604 - \$75,996
	Senior Assistant Attorney General	\$79,776 - \$112,236
	Supervising Attorney	\$86,688 - \$127,884
	Managing Attorney	\$86,688 - \$134,220

### Benefits:

1. Employer paid life insurance of \$5,000
2. Employer paid dental insurance for employees and family (may require employee contribution for family coverage)
3. "Cafeteria style" options (may require employee contribution, depending upon options selected) for medical, accidental death and dismemberment, and additional life insurance for employee and family and disability insurance for employee
4. Employer paid bar fees and two sections of the bar
5. Vacation<sup>1</sup>: 15 days per year for first five years; 17 days per year for five+ to ten years; 20 days per year for ten+ to 15 years; 23 days per year for 15+ to 20 years; 26 days per year for 20+ to 25 years; 27 days per year thereafter
6. Sick leave<sup>2</sup>: One day per month
7. Personal leave: Two days per year
8. Special day leave: one day per year either after Thanksgiving, before or after Christmas day, or before or after New Years day

### Law Clerks

<b>Salary:</b>	\$12.77 per hour for first year; \$13.74 per hour after twelve months
<b>Benefits:</b>	Injured worker coverage only

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<sup>1</sup> Five days of vacation accrual are available to be advanced upon appointment for immediate use.

<sup>2</sup> 12 days of sick leave accrual are available to be advanced upon appointment for immediate use.