



CITY OF HOOD RIVER

211 2nd Street, Hood River, OR 97031 Phone: 541-386-1488

Request for Municipal Court Prosecutor Services City of Hood River, Oregon

The City of Hood River wishes to contract with a qualified individual or firm to provide contracted prosecutorial services. Services are needed approximately five times a year, totaling less than 100 hours total.

The Municipal Court for the City of Hood River constitutes the City's chartered judicial tribunal and hears cases arising under the Hood River Municipal Code, and the Oregon Vehicle Code, excluding Driving Under the Influence of Intoxicants.

Hood River Municipal Court is held Tuesday mornings with Honorable Ruben Cleaveland presiding. One full-time court clerk provides support services for court functions.

Sample Duties: This list is a representative sample of the work and does not include all potential duties and responsibilities:

- Review and prosecute cases on behalf of the City. Appear in court for criminal, traffic, and code enforcement proceedings. Negotiate case dispositions as appropriate.
- Interview and prepare witnesses and victims for case presentation.
- Prepare trial exhibits and conduct any necessary legal research.
- Respond to discovery requests and pretrial motions.
- Interact as needed with the Municipal Court Judge, Police Chief, City Manager, and City Attorney on legal issues and activities concerning the Hood River Municipal Court.
- Conduct trials *de novo* in cases where defendants take an appeal from municipal court to the state courts.
- Review court files for delinquent payments and prepare charging documents and warrants.

Professional Requirements:

- Juris Doctorate degree from a law school accredited by the American Bar Association
- Active member of the Oregon State Bar in good standing with no pending or unresolved disciplinary matters
- Be and remain free of any conflicts of interest with respect to City court operations

To apply, please submit a letter of interest, resume, and proposed hourly rates by August 31, 2023 to:

Abigail Elder, City Manager
a.elder@cityofhoodriver.gov
Hood River City Hall
211 2nd St., Hood River, OR 97031