

Job Description

POSITION: Deputy County Attorney

DEPARTMENT: County Attorney's Office

ACCOUNTABLE TO: County Attorney

SUMMARY OF WORK: Primarily prosecutes criminal matters in Justice Court, District Court and Youth Court, and represents the Department of Public Health and Human Services in abuse and neglect cases. Performs all duties of the County Attorney in the County Attorney's absence, or at the direction of the County Attorney including but not limited to representing the county or state in civil matters in various courts of law, acting as Personnel Officer and addressing employment-related matters, and advising county officials and the public on legal matters of concern to the county or the various county departments.

STARTING SALARY: Depends on experience and qualifications. Starting salary is \$55,000/year, and will include full benefits, sick leave, vacation, health care, and PERS retirement plan. Professional dues and approved CLE credits will be paid for by the County.

JOB CHARACTERISTICS:

Nature of Work: This position performs professional duties requiring frequent contact with the public under sometimes highly stressful situations or emergencies. Person must be able to litigate and do public speaking. Position is on-call for emergencies, and when County Attorney is absent from the area or is unavailable. Maintains absolute confidentiality of sensitive information.

Personal Contacts: Frequent contact with the public especially when handling trial matters and witness preparation; daily short-term contact with other County officials and employees. Coordinates duties with other officials and employees for appointments.

Supervision Received: Frequent meetings with the County Attorney and other attorneys within the office for assignments and consultations. Position is mainly self-directed in performance of duties.

Basic Functions: Position requires ability to communicate orally and in writing; do public speaking, public relations, and research; understand, explain, and apply complex laws, policies, and procedures; litigate; prepare briefs, pleadings, and documents; manage own workload and calendar; operate a computer, electronic devices and general office machines.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Conducts felony and misdemeanor criminal prosecutions and conducts civil litigation as directed. Prepares briefs and legal opinions, appears in court on a variety of cases, either civil or criminal. Prepares pleadings and other papers in connection with suits, trials, hearings, and similar legal proceedings. Does legal research including computerized legal research. Conducts interviews with a wide array of people from all backgrounds.

Assists in the selection, training, and motivation of the County personnel, both with the County Attorney's Office and other County departments. Meets with staff to identify and resolve problems. Reviews and evaluates work products, methods, and procedures. Manages own work load and calendar.

Advises state and local law enforcement agencies. Advises County departments and schools during the absence of or at the direction of the County Attorney or the Chief Deputy. Advises and represents the Hill County Department of Public Health and Human Services. Provides understandable, consistent, and accurate legal advice.

Serves as liaison for the County Attorney's Office with outside agencies including Federal, State, Tribal and local law enforcement agencies. Negotiates and resolves significant and controversial issues.

Develops and implements goals, objectives, policies, and priorities for providing County Attorney services. Identifies resource needs. Recommends and implements policies and procedures.

Responds to and resolves sensitive citizen inquiries and concerns. Meets with community groups, businesses, and members of the public to provide information and answer questions. Provides assistance to outside agencies and organizations.

Attends and participates in professional group meetings and trainings. Stays abreast of new trends and innovations in the field of law.

Performs related duties as assigned by County Attorney.

JOB REQUIREMENTS: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation.

Knowledge: This position requires a knowledge of: legal research, terminology and writing; applicable rules or regulations on various matters of concern to the State and County including civil, criminal, constitutional, administrative, and employment law and procedure; prosecution procedures, techniques and strategies; civil litigation procedures, techniques and strategies; investigative procedures; operation of County government and state and federal courts; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; and so forth.

Skills: This position requires skills in: legal computer research, litigation, investigation, research, and articulating legal opinions and positions; computer word processing, the ability to draft legal documents with limited supervision, and the use of office machines; the operation of computer and electronic equipment utilized in the office and courtroom; and such other skills applicable to practicing attorneys within a public agency

Abilities: This position requires the ability to: deal with stressful situations and hostile people; use good judgment in evaluating situations; maintain professionalism and effective relationships with the general public, legal community, and law enforcement; maintain absolute confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, County and government officials, community groups, and the public; organize, interpret, and apply legal principles and procedures; prepare and present difficult cases in court from initial appearances through settlement and/or bench or jury trial; conduct research on complex legal problems and prepare sound legal opinions; assist in the selection, supervision, training, and evaluation of County employees; interpret and apply Federal, State and local policies, procedures, laws and regulations; and such other skills applicable to practicing attorneys within a public agency.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience.

To be considered, applicants must have graduated from an accredited law school with a Juris Doctor degree at the time of application.

Applicants who have not yet passed the bar or are not otherwise licensed in Montana at the time of application are encouraged to apply, and employment with modification of duties as necessary may commence prior to licensing, however, applicant's starting salary will be reduced commensurate with the reduced responsibilities until applicant is licensed to practice law in the State of Montana.

Experience in criminal prosecution preferred, but not required.

Mentorship and training will be provided.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties with initiative and limited supervision.
- Effectively conducts criminal prosecution.
- Competently handles criminal and civil legal forms and documents.
- Performs effective and timely criminal and civil investigations.
- Provides understandable, consistent, and accurate legal advice.
- Effectively and timely researches issues, and advises County officials on legal matters.
- Effectively responds to public inquiries on legal matters of concern which involves the County.
- Accurately interprets statutes and regulations on matters of public or County concern.
- Maintains confidentiality of information.
- Maintains accurate and timely records.
- Interacts tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and other stakeholders.

Attachments

No Attachments

Application Documents

Resume (Required)
Cover Letter (Required)
Writing Sample (Required)
Transcript (Required)