

HILL COUNTY ATTORNEY

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April 27, 2021

Hill County Commissioners
315 Fourth Street
Havre, Montana 59501

Dear Commissioners:

The Hill County Attorney's Office will have a deputy county attorney position open for hire. This is a forty (40) hour work week and pays \$55,000 per year plus all applicable Hill County benefits.

This position 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 and advising county officials and the public on legal matters of concern to the county or the various county departments. A full job description and applications are available online on the Hill County Human Resources website or in the Hill County Human Resources Office.

All completed applications must be returned to the Hill County Human Resources Office. This position is open until filled.

For more information, please contact Hill County Attorney Karen Alley at 265-5481 extension 2423.

HILL COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

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.

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)