



HILL COUNTY
JOB POSTING/ DESCRIPTION
February 6, 2023

Job Title: Legal Intern

Department: County Attorney's Office

Type: (2) Temporary, Summer

Accountable To: County Attorney

Wage: \$29.57/hourly

Job Overview: Assists with prosecutions of criminal matters in Justice Court, District Court and Youth Court cases, at the direction of the County Attorney. Represents 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.

Essential Functions (Major Duties or Responsibilities): 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. This position performs professional duties requiring frequent contact with the public under sometimes highly stressful situations or emergencies. Maintains absolute confidentiality of sensitive information.

Knowledge, Skills and Abilities:

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, and administrative 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.

Skills: This position requires skills in: legal computer research; litigation; investigation; research and articulating legal opinions and positions; computer word processing and the use of office machines; the operation of computer and electronic equipment utilized in the office and courtroom.

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 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; conduct research on complex legal problems and prepare sound legal opinions; assist in the selection, supervision, training and evaluation of staff; interpret and apply Federal, State and local policies, procedures, laws and regulations.

Minimum Qualifications (Education and Experience): The above knowledge, skills and abilities are typically acquired through a combination of education and experience including:

- Bachelor of Arts (BA) or Bachelor of Science (BS) Degree
- (2) Two years of Law School

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. Other duties may be needed or assigned.

Signatures

My signature below indicates the statements in the job description are accurate and complete. It also constitutes notification of the job vacancy to the Hill County Commissioners to allow posting of this position.

| | | |
|-----------------------------|-----------------------------|-------------------|
| <u>/s/ Lacey Lincoln</u> | <u>Hill County Attorney</u> | <u>02/07/2023</u> |
| Immediate Supervisor | Title | Date |

Commissioner's Review:

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|---|---------------------|---------------|
|  | <u>Commissioner</u> | <u>2-8-23</u> |
| Mark Peterson | Title | Date |

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|  | <u>Commissioner</u> | <u>2.8.23</u> |
| Jacob Strissel | Title | Date |

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|--|---------------------|-----------------|
|  | <u>Commissioner</u> | <u>2-8-2023</u> |
| Sheri Williams | Title | Date |

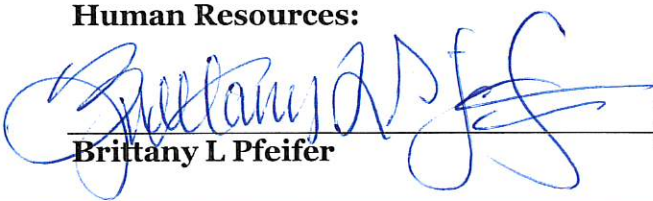
Human Resources Review

Step: 40 **Grade:** 14 **Rate of Pay:** \$29.57 per hour 

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

- FLSA Exempt FLSA Non-Exempt
- Appointed Elected

Human Resources:

| | | |
|--|------------------------|-----------------|
|  | <u>Human Resources</u> | <u>2.8.2023</u> |
| Brittany L Pfeifer | Title | Date |