



HILL COUNTY
JOB POSTING/ DESCRIPTION
September 12, 2023

Job Title: Deputy County Attorney

Department: County Attorney

Type: (1) Full-time

Accountable To: County Attorney

Wage: \$85,000.00+ annually

Applications are accepted until filled

Job Overview: 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. Advises the school districts in civil matters. Performs all duties of the County Attorney in the County Attorney's absence, or at the direction of the County Attorney including 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.

Essential Functions (Major Duties or Responsibilities): 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, hearing and similar legal proceedings. Does legal research, including computerized legal research. Interviews people.

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. 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. Frequent meetings with the County Attorney for assignments and consultations. Position is mainly self-directed in performance of duties. 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.

Advises state and local law enforcement agencies and other Hill County offices/departments. 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.

Knowledge, Skills and Abilities: 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; and so forth. 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; and so forth. 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; and so forth.

Minimum Qualifications (Education and Experience): Combination of experience and education equivalent to: Graduation from an accredited law school with a Juris Doctor degree. Must possess license to practice law in the state of Montana or sitting for next available Montana Bar Exam. Experience in criminal prosecution preferred.

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.

Hill County is an equal opportunity employer. Hill County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

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>County Attorney</u>	<u>09/12/2023</u>
Immediate Supervisor	Title	Date

Commissioner's Review:

 Mark Peterson	Commissioner Title	<u>9/12/23</u> Date
 Jacob Strissel	Commissioner Title	<u>9-12-2023</u> Date
Sheri Williams	Commissioner Title	Date

Human Resources Review

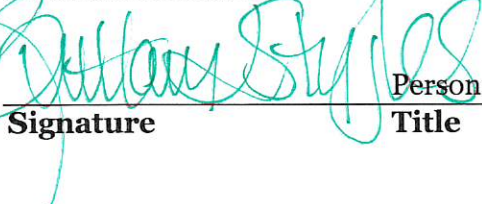
Step: N/A **Grade:** N/A **Rate of Pay:** \$85,000.00 annually

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> FLSA Exempt | <input type="checkbox"/> FLSA Non-Exempt |
| <input type="checkbox"/> Appointed | <input type="checkbox"/> Elected |

Union Bargaining Unit: None

Human Resources:

 Signature	Personnel Clerk Title	<u>9.12.23</u> Date
---	---------------------------------	-------------------------------