

BAND	GRADE	SUBGRADE	WORKING CONDITION	<b>Job Description</b> May 2007	
JOB TITLE Assistant County Attorney			DEPARTMENT/SECTION County Attorney Office		JOB NO.
TITLE OF IMMEDIATE SUPERVISOR County Attorney					
JOB SUMMARY The purpose of this position is to assist the county attorney in the preparation and presentation of cases in district court in civil and criminal matters involving Becker County and/or the State of Minnesota. To represent the County as a municipality and to provide legal advice to the County Board, elected officials, department heads, and/or other county employees. To participate in the training and education of various county employees. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.					
TASK NO.	ILLUSTRATIVE TASKS			FREQUENCY	BAND/GRADE
1	Prosecute criminal cases which involves reviewing police reports and citations, determining appropriate charges to be filed, drafting complaints, preparing cases for trial, analyzing evidence, conferring with law enforcement officers, directing and conducting follow-up investigations, speaking with and preparing witnesses for trial, reviewing applicable rules, statutes and case law, studying trial techniques, and preparing courtroom strategies.			30%	
2	Advocate the State's position in various preliminary hearings.			4%	
3	Negotiate case settlements when appropriate; present cases in jury or court trials as necessary.			5%	
4	Research legal issues, which pertain to a particular case; draft memoranda, legal briefs, and legal pleadings; also prepare orders for the court.			2%	
5	Act as an advocate for victim's interests in court hearings; inform victims of court proceedings and actions; and present claims of victims at restitution hearings.			1%	
6	Review revocation reports from the State Department of Corrections and County Court Services Department; review payment schedules from Court Administration and prepare documents for revocation of stayed sentences; determine appropriate sanctions to recommend; advocate the State's interests at revocation hearings.			1%	
7	Represent the State in appeals, which involves conferring with Attorney General's office, analyzing legal issues, conducting legal research, drafting appellate briefs, reviewing rules of appellate procedure, and arguing cases before the Court of Appeals or Supreme Court.			2%	
8	Advise members of the child protection unit of the Department of Social Services on appropriateness of court action, foster care placements, provision of services and legal requirements of child protection statutes.			1%	

9	Review available information and prepare petitions in child protection court actions; review available evidence and direct gathering of additional evidence; determine if facts warrant initiation of court actions; draft pleadings; attend court hearings and represent the Department of Human Services in child protection hearings.	5%	
10	Negotiate with opposing parties at each stage of child protection cases.	1%	
11	Review requests for prosecution of juvenile delinquency matters. Review investigative reports; direct gathering of additional evidence; and determine appropriate charges to be filed. Draft juvenile delinquency petitions and represent petitioner in juvenile delinquency matters. Determine appropriateness of certification for prosecution as adult. Conduct juvenile delinquency hearings.	15%	
12	Review applications of screening team for civil commitment. Determine whether sufficient evidence exists for the filing of a petition for civil commitment. Draft commitment petitions and represent petitioners in commitment hearings.	2%	
13	Supervise all paternity and child support collection cases. Advise child support officers in collection and paternity matters. Review and approve legal procedures and legal documents used by child support officers. Review referrals and prepare pleadings in paternity, child support collection, foster care reimbursement, and County AFDC reimbursement actions; attend court hearings and represent the Department of Human Services in court actions.	10%	
14	Review information and advise the Department of Human Services Financial Unit on issues regarding public assistance eligibility.	1%	
15	Represent the County in tax court appeals which involve preparing discovery documents, conferring and advising the Assessor's Office, and representing the County at trial and any appeals.	2%	
16	Assist in drafting and interpreting ordinances.	1%	
17	Advise representatives of the County Zoning office regarding application of the Becker County Zoning Ordinance. Prosecute criminal violations of the Zoning Ordinance and represent the County in civil actions relative to ordinance enforcement.	3%	
18	Review, draft and approve legal documents including, but not limited to, contracts, leases, deeds and bonds.	1%	
19	Anticipate the impact of legal changes on various departments throughout the County and advise those departments of changes and appropriate responses.	1%	
20	Attend County Board meetings upon request and provide advice to Board.	1%	
21	Provide legal opinions to County Board, elected officials, department heads, and appropriate county employees upon request.	5%	

22	Respond to questions from the public or County employees and make referrals where appropriate.	3%	
23	Instruct law enforcement officers, social workers, and other county employees at training sessions; remain on-call for law enforcement officers to answer law related questions.	1%	
24	Make presentations to civic groups upon request; also make statements to the media regarding on-going cases.	1%	
25	Work to remain well informed of legal developments including both case law and advocacy techniques. Participate in continuing legal education.	Ongoing	
26	Maintain and manage the County Attorney law library	1%	
	<b>CUSTOMER SERVICE RESPONSIBILITIES:</b>		
	Serves as a customer service role model for the County and the department. Ensures staff adheres to customer service principles during interactions with all customers, including co-workers, other departments and Commissioners.	Ongoing	
	Provides customers with directions and guidance, is courteous and patient and resolves customer problems immediately when able.	Ongoing	
	<b>SAFETY RESPONSIBILITIES:</b>		
	Adheres to the County's safety programs to minimize the risk of employee accidents and injuries.	Ongoing	
	Ensures that all injury reports are completed and submitted to Supervisor of Inspectors 24 hours of an incident.	Ongoing	

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

J.D. from an accredited school. Preference given for public sector and trial experience.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret complex and technical written materials. Ability to write reports, business correspondence, and complex legal documents. Ability to effectively present information to a court of law, jury, groups of employees, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide, and calculate percentages, fractions, and decimals.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables and situations where only limited standardization exists.

Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in critical or unexpected situations involving moderate risk to the organization.

Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria in order to define consequences and to consider and select alternatives.

Ability to negotiate and engage in formal bargaining or litigation within the context of legal guidelines. Ability to advise and interpret policies, procedures, and standards and apply to specific situations. Ability to persuade, convince, sell, and train others. Ability to counsel and mediate. Ability to manage and direct a group of workers.

Ability to utilize consulting data and information such as legal briefs, economic analysis, and organizational analysis.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

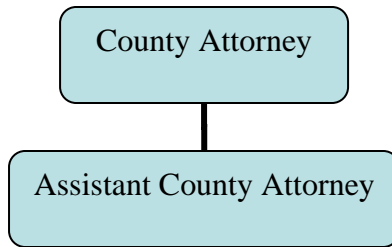
Must have a current license to practice law in the State of Minnesota with no restrictions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift up to 25 lbs

ORGANIZATIONAL RELATIONSHIPS



**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, in an office setting and court room. Client and offender interaction is on regular basis.

I have read this position description and fully understand the requirements. I accept the position of Assistant County Attorney and agree to follow the requirements listed previously and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously; I also understand that the essential duties of this position may change at any time, according to the needs of Becker County.

DEPARTMENT HEAD SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_