

Assistant County Attorney

Dept/Div: Attorney

FLSA Status: Exempt

General Definition of Work

Performs difficult professional work prosecuting any level of criminal offense (misdemeanor/gross misdemeanor/felony/juvenile); representing the County in legal actions; assisting the County Attorney with civil matters and advising the County Board on lawsuits or other civil matters, and related work as apparent or assigned. Work is performed under the general direction of the County Attorney. Continuous supervision is exercised over legal

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- Prosecution of all levels of criminal, juvenile and traffic offenses.
- Determine appropriate charging of criminal offenses or decline prosecution
- Draft criminal complaints, pleadings and other memoranda
- Represent the State in Court during preliminary hearings, testimonial hearings and jury trials
- Communicate with victims, witnesses, law enforcement and County employees as all stages of criminal prosecution
- Argue case law at the Appellate level as required.
- Direct and supervise legal secretaries in the performance of duties related to caseload
- Represent the County in civil commitment and guardianship proceedings before District Court
- Advise law enforcement regarding case law, required evidence and investigation techniques
- Represent County in child protection, child support, forfeiture proceedings and other civil matters as back-up to fellow Assistant County Attorney

Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; thorough knowledge of Minnesota statutes, rules and regulations; comprehensive knowledge of Appellate case law and United State Supreme Court cases; general knowledge of criminal complaints, jury trial scheduling, jury trial exhibit; general knowledge of standard office equipment, computer hardware and software; thorough knowledge of Microsoft Office Suite including PowerPoint; general knowledge of County Attorney Case Management System (MCAPS); ability to make arithmetic computations.

Education and Experience

Juris Doctorate and minimal experience as a judicial clerk or related legal experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently sitting and speaking or hearing and occasionally requires standing, walking, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

License to practice law in the State of Minnesota upon hire.