

# Chief Deputy County Attorney

Dept/Div: Attorney

FLSA Status: Exempt

## General Definition of Work

Performs difficult professional work managing criminal cases; preparing legal petitions; providing advice to County agencies, Commissioners and law enforcement officials, and related work as apparent or assigned. Work is performed under the general direction of the County Attorney. Departmental supervision is exercised over all personnel within the department.

## 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

- Charge out and manage criminal cases
- Prepare Mental Health/Chemical Dependency Commitment Petitions
- Prepare Guardianship Petitions
- Prepare Juvenile Delinquency Petitions
- Prepare Children in Need Protective Services Petitions
- Represent the County in child support matters
- Prepare and manage Forfeiture of Property Petitions
- Provide advice/opinions to County Agencies/Commissions and law enforcement officials

## 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 criminal complaints, Commitment Petitions, Juvenile Delinquency Petitions, forfeiture actions; 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 extensive experience in criminal prosecution and/or victim advocacy, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and occasionally requires standing and speaking or hearing; work has standard vision requirements; 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 quiet location (e.g. library, private offices).

## Special Requirements

License to practice law in Minnesota upon hire.