

COTTONWOOD COUNTY

Assistant County Attorney

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under limited supervision, performs professional legal services in support of the County Attorney's Office.

ESSENTIAL FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES:

Prosecutes criminals, juvenile delinquents and child protection cases; provides legal assistance to County law enforcement officials, including reviewing reports, and determining appropriate charges to be brought; prepares witnesses and evidence; tries criminal hearings.

Researches legal issues; prepares memoranda and briefs of law in support of trial tactics, including jury instructions, appeal documents, arraignments, complaints, pleadings, bail recommendations and related legal documents

Provides legal counsel and furnishes written legal opinions to the County Board and other officials.

Negotiates with other attorneys regarding pending cases.

May serve as Special Prosecutor for other counties.

Drafts and reviews legal documents, including contracts, easements, resolutions, leases, bid bonds and related documentation.

Participates with the County Attorney on litigating civil actions.

Represents the County Attorney's Office on a variety of community and County committees, boards and councils.

Conducts civil welfare fraud cases.

Provides work direction to legal staff support employees.

Conducts training for law enforcement and social service workers; conducts mandatory training for teachers, ministers and mandated reporters.

Works with various individuals, including the County Board, in applying for grant money, projects to improve prosecution outcomes and/or reduce crime through prevention and intervention.

Performs other duties as assigned or required.

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KNOWLEDGE, ABILITY AND SKILLS:

- Knowledge of the principles and practices of criminal and civil law.
- Knowledge of judicial procedures and rules of evidence.
- Knowledge of the principles, practices, procedures and issues regarding criminal law enforcement.
- Knowledge of the principles and practices of effective employee supervision.
- Knowledge of specialized areas of law, including juvenile delinquency statutes, case law, child protection, child sexual abuse, substantive criminal law, criminal procedure and judicial commitment statutes and laws.
- Knowledge of the principles and practices of law office management.
- Knowledge of the organization, functions and legal limits of authority of each County department.
- Ability to establish and maintain effective working relationships with judges, peers, other County staff, clients, defendants, witnesses, law enforcement, other attorneys and the general public.
- Ability to determine the limits and actions available to opponents and the probable courses of action in court cases.
- Ability to research and interpret state and federal laws and court cases and County ordinances.
- Ability to analyze, appraise and organize facts, evidence and precedents and conduct effective presentations.
- Ability to present and argue cases in court.

MINIMUM QUALIFICATIONS: Juris Doctorate and four years of experience practicing criminal and civil law or an equivalent combination of qualifying education and experience. Minnesota Licensed Attorney. Possession of a valid State of Minnesota driver's license.

ADDITIONAL REQUIREMENTS: May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. Vision requirements include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Employee Signature

Supervisor Signature

Date

Date

Cottonwood County is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, Cottonwood County will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and incumbents to discuss potential accommodations with the employer.