

Kane County

Job Description



Job Title: Deputy County Attorney	Job Code:
Division: Criminal/Civil	Effective Date: 12/01/10
Department: Attorney	Last Revised: 3/19/15

GENERAL PURPOSE

Performs **full performance professional** legal duties as required to expedite the efficient and effective litigation of criminal or civil cases and to advise county officials, agents and employees.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney and/or Chief Deputy Attorney.

SUPERVISION EXERCISED

Provides close to general supervision to any office staff as assigned or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Advises and counsels with county officials and department heads on civil legal matters; researches, drafts, and issues legal opinions to county officials and agencies; drafts policies, procedures, resolutions, ordinances, contracts, correspondence and other legal documents in behalf of the county and county officials; advises county officials on legal compliance and risk management issues.

Attends and participates in public meetings as needed to serve as a resource and legal voice of the county on issues related to civil matters.

Performs research and prepares opinions of various legal problems of the county related to civil issues, i.e., planning and zoning, ordinances, records and deeds, tax valuation, public roads, public lands, water rights, right-of-way and easements, land acquisitions, land use, etc.; prepares and litigates civil cases.

Prepares pleadings, conducts discovery, investigates cases, interviews witnesses and otherwise litigates civil legal matters in behalf of the county in court and before administrative agencies; advises county officials on litigation strategy.

Receives, reviews and screens crime reports and intake activities on criminal cases, etc. from law enforcement agencies within the county; assures proper legal procedures and processes are adhered to; determines quality of case and eligibility for filing to pursue legal action; follows established procedures in preparing and processing the bringing of charges and pursuing legal penalties.

Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence; delivers the County's case in criminal proceedings; attends and participates in arraignments, sentencing, preliminary hearings, trials and other court hearings.

Prepares writs, subpoenas, warrants, petitions, affidavits and other legal documents; submits regular reports, written or verbal, to apprise supervisor of status of assigned cases.

Provides legal advice to law enforcement officers in their preparation of necessary paperwork as needed to expedite law enforcement efforts, such as search warrants, arrest warrants, etc.

Acts as liaison between the County Attorney's Office and local law enforcement agencies and provides legal advice to these agencies as assigned.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

- A. Graduation from an accredited law school with a Juris Doctorate Degree;
- AND
- B. One (1) year of experience as a prosecuting attorney is preferred.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of the principles of law and their application; criminal trial procedures and the rules of evidence; Utah Code, constitutional provisions and local ordinances as they apply to county government and its operation; case law related to a variety of county government subjects.

Skill in the art of negotiation and cooperative problem solving; leadership and organizational behavior management; skill in the operation of Computer.

Ability to successfully conduct the prosecution or defense in all criminal cases assigned; present statements of fact, law and argument cleverly and logically; gather and evaluate information obtained through research investigations, and interrogations; develop effective relationships with the public, government officials, and judicial personnel; supervise subordinates.

3. Special Qualifications:

Must be eligible to practice law in the State of Utah.
Must be accepted and in good standing with the Utah State Bar.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Physical dimensions include walking, standing, stooping, sitting, reaching, talking, etc. Interpersonal communication skills essential to job functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

ADA ACCOMMODATIONS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job changes. The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Kane County fully complies with THE AMERICANS WITH DISABILITIES ACT (ADA)

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)