

Cascade County

Job Vacancy Announcement

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| Position: Deputy County Attorney - Criminal | Closing Date: Open Until Filled |
| County Department: County Attorney | Dept. Admin.: Josh Racki |
| Type of Position: Full-Time | Salary: \$56,477.78 - \$67,727.78 DOE Must join MFPE Union |
| Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date. | |

POSITION DESCRIPTION

The Deputy County Attorney - Criminal performs complex legal, professional and administrative work. The work is performed in accordance with established standards and practices of the legal profession, state and federal law, and County policy. Under policies and procedures established by the Cascade County Attorney, the Deputy County Attorney (Criminal) initiates and prosecutes criminal cases through final disposition and provides legal counsel and advice on matters of criminal law and performs other related duties as required or assigned. Must be able to pass background check and meet and maintain implemented or required security approvals for employment with the Cascade County Attorney's Office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Deputy County Attorney (Criminal) prosecutes adult criminal offenders through final disposition in Justice and District Courts, may also prosecute child abuse and neglect cases, bring involuntary mental health commitments, prosecute child support enforcement, initiate guardianship/conservatorship proceedings, prosecute youth offenders in Youth Court and attend Drug Treatment Court, reviews investigative reports from law enforcement officers, makes determination regarding charges to be filed, whom to prosecute and when to decline prosecution, drafts and files charging documents, coordinates, plans, prepares and executes jury and judge trials, communicates regularly with victims and law enforcement regarding case status, prepares for and attends various court hearings such as arraignments, omnibus, bail, suppression, change of plea, sentencing, revocation, etc., interviews and prepares witnesses for courtroom proceedings, prepares pleadings, briefs and other legal documents for filing with the court, responds to various written and oral motions and arguments made by defense counsel, prepares jury instructions and necessary trial and/or hearing exhibits, must be able to communicate well with witnesses and victims of all ages, social, economic and educational backgrounds, negotiates plea agreements, assists law enforcement with and drafts search warrants and subpoenas, conducts legal research and prepares legal briefs, memoranda and other documents, provides legal advice to various County officials, outside agencies and law enforcement, drafts legal opinions, researches and interprets statutes, codes and ordinances, negotiates with concerned parties to resolve contested issues, prepares findings of fact and conclusions of law and drafts proposed orders, prepares arguments orally and in writing, must serve as "on call" attorney on a rotational basis to law enforcement.

Knowledge and understanding of: Civil and Criminal Law, Rules of Civil and Criminal procedure, Rules of Evidence and the appellate process, principles of trial advocacy and applicable law, court procedures and applicable rules, Cascade County policies and procedures, word processing software, on-line legal research, safety rules, procedures and practices.

Ability to: Utilize County and State codes and ordinances, especially those authorizing criminal penalties, comprehend and make inferences from written material, produce documents using proper sentence structure, punctuation, grammar and spelling, analyze alternative approaches to legal issues, conduct efficient and effective legal research, handle stress and conflict, maintain confidentiality, conduct self with proper decorum and deference to the Court and court personnel, be well organized with multiple tasks and deadlines, establish effective working relationships with the Board of County Commissioners, other County departments, employees, Federal and State agencies, private agencies, law enforcement, victims and the general public, communicate well, in writing and orally, in both technical and non-technical terms, prepare accurate and reliable reports containing findings, recommendations and technical documentation, work for sustained periods of time maintaining concentration and attention to detail, operate a personal computer using word processing and on-line research applications, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, meet challenges with resourcefulness through original thinking and creativity.

EDUCATION AND EXPERIENCE

The foregoing knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have:

Education/Experience/Training:

- Juris Doctor Degree from an ABA accredited law school and admitted to the Montana State Bar.
- Zero (0) to seven (7) years of experience as a prosecuting Attorney.
- Prior experience in a County Attorney's office preferred.

Licenses:

- Valid Driver's License issued by the State of Montana.

Other requirements:

- Reliable transportation for "on call" assignments.

Full-time employees are prohibited from engaging in private practice, except for representation of their immediate family. Must join the Cascade County Deputy County Attorney's Association.

Each applicant is required to provide the following:

- Completed Cascade County Employment Application.
- Resume, letter of introduction and writing sample.
- Copy of Montana Law License.

The successful applicant must serve a 6-month probationary period, must join the MEA/MFT Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. Deputy County Attorneys employed full-time are prohibited from engaging in private practice, except for representation of their immediate family. The chosen applicant will be required to join the Cascade County Deputy County Attorneys Association.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER