

# Cascade County

## Job Vacancy Announcement

<b>Position: Deputy County Attorney - Criminal</b>	<b>Closing Date: Open until filled</b>
<b>County Department: County Attorney</b>	<b>Dept. Admin.: John W. Parker</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$49,389.54 - 50,889.54 DOE Must join MEA/MFT Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> 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.</b>	

### POSITION DESCRIPTION

Primarily prosecutes adult criminal offenders in Justice and District Courts. Applicant may also prosecute child abuse and neglect cases/Youth in Need of Care proceedings; bring involuntary mental health commitments; prosecute child support enforcement; initiate guardianship/conservatorship proceedings; prosecute youth offenders in Youth Court and attend Drug Treatment Court. Prosecution includes: charging cases against defendants; attending hearings; trials; trial preparation; plea negotiations; pretrial motions; contact with defense lawyers and victims of crime; provides legal advice to county officials and agencies and law enforcement officials; performs related duties as required including serving as "on call" attorney on a rotational basis.

### JOB REQUIREMENTS

**Knowledge, Skills, and Abilities:** Of criminal laws and procedures; rules of evidence and rules of civil procedures; techniques of court presentation and of investigation and legal research methods.

**Skills in:** Communication and legal research.

**Ability to:** Investigate and prosecute criminal complaints; organize; show diplomacy; work extra hours as needed; deal with stress of workloads and threats; work independently; maintain confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors and the public.

### 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 a Juris Doctor Degree from an accredited law school, a license to practice law in the State of Montana or be sitting for the next regularly scheduled Bar Exam, and 1-2 year's experience. A letter of introduction, resume and writing sample are required.

*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