

Cascade County

Job Vacancy Announcement

Position: Deputy County Attorney – Criminal	Closing Date: July 11, 2012
County Department: Cascade County Attorney	Dept. Admin.: John W. Parker
Type of Position: Full-Time	Salary: \$49,389.54 - \$61,889.54 DOE
	Must join MEA/MFT Union
Applications available at Cascade County Human Resource 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.	

DESCRIPTION OF POSITION

Under policies and procedures established by the Cascade County Attorney, prosecutes criminal offenses and provides legal counsel and advice on matters of criminal law; prosecutes adult criminal offenders 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; 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.

JOB REQUIREMENTS

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

Juris Doctor degree from an ABA accredited law school **and** admitted to the Montana State Bar; **or** be sitting for the next regularly scheduled Bar exam and successfully pass within one year.

Must have Valid Driver's License issued by the State of Montana and reliable transportation for "on call" assignments.

A letter of introduction, resume and writing sample are required to be submitted with a Cascade County Employment Application to be considered a complete application.

The successful Applicant must serve a 6 month probationary period and may have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that 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