

RAVALLI COUNTY POSITION DESCRIPTION
County Attorney's Office

Position:	Deputy Attorney – Criminal Prosecutor
Department:	Ravalli County Attorney's Office
Responsible to:	County Attorney
Classification:	FLSA Exempt, Full time
Remuneration:	\$52,000 to \$60,000 DOA plus full County benefits
Date of posting:	2/19/2020 – open until filled

Position Summary & Responsibilities

This Deputy Attorney position works at the direction of the County Attorney and Chief Deputy Attorney. It is anticipated that this position will primarily prosecute felony and misdemeanor crimes and offenses in District Court, Justice Court and Youth Court, as well potentially fulfilling other assignments that may include civil and other proceedings and projects. Duties may include prosecuting:

- felony and misdemeanor crimes and offenses, in adult or youth court, including all aspects of criminal prosecution to include:
 - review of investigations
 - drafting of investigative subpoenas
 - review of search warrant applications
 - making charging decisions and drafting charging documents
 - producing timely discovery
 - conducting appropriate negotiations
 - trial preparation, including witness interviews and preparation
 - pre-trial motions practice, including drafting briefs and conducting hearings
 - coroner inquest proceedings
 - jury and non-jury trials
 - post-conviction proceedings
 - being on-call, as assigned, to assist and advise law enforcement agencies or county departments

In addition, this position may be assigned responsibilities for or provide backup assistance in

- dependency and neglect proceedings;
- mental health involuntary commitment proceedings;
- regulatory enforcement actions;
- adult guardianship proceedings;
- other miscellaneous court proceedings;
- civil litigation and civil projects for the Board of Ravalli County Commissioners, and various other Ravalli County government offices, departments, districts and public offices, and
- other duties as assigned by the County attorney

Job Requirements

- Ability to adhere to strict standards of confidentiality
- Ability to provide legal representation in jury, non-jury trials, and other court hearings
- Ability to present oral and written arguments, and communicate effectively
- Ability to analyze law enforcement investigations and make charging decisions
- Ability to prepare pleadings, motions, briefs, correspondence and complex legal documents, and analyze legal theories and arguments of opposition
- Knowledge of criminal procedure and laws, and rules of evidence
- Ability to handle conflicts between the public and County departments, work under stress, work late hours, and communicate in contentious situations, all while remaining professional and representing well the County Attorney's Office
- Ability to accurately implement policy positions of County Attorney
- Ability to distinguish between law and policy
- Ability to follow verbal and written instructions
- Ability to advise County entities, including County official, boards and employees
- Knowledge, skills and abilities to effectively perform all essential duties listed above
- Knowledge of legal research methods and procedures
- Availability to be on-call, as assigned, to assist and advise law enforcement agencies in criminal matters requiring immediate action, and advise elected officials and county departments on related civil issues
- Skill in the use of a personal computer with Microsoft Office package and related equipment; dictation equipment; on-line and manual legal research
- Ability to multi-task, meet deadlines and handle a full caseload

Because the work of the Deputy Attorney often involves highly volatile family and personal situations, the ability to handle emotionally-charged subject matter is necessary, together with a required high degree of sensitivity, confidentiality and professionalism.

Qualifications

- Doctor of Jurisprudence from an ABA accredited institution
- admitted and licensed to practice law in the State of Montana in good standing
- authorize and pass criminal background check and personal investigation to the satisfaction of the Ravalli County Attorney

To apply – submit the following to: Bill Fulbright
Ravalli County Attorney
205 Bedford St #C
Hamilton MT 59840

countyattorney@rc.mt.gov

- Cover letter
- Resume
- Law School transcript
- Writing sample
- Completed Ravalli County Employment Application