

JOB POSTING FOR LEWIS AND CLARK COUNTY

Position Title: Deputy County Attorney

Organization: Lewis and Clark County, County Attorney Office

Pay Rate: \$67,683.20– \$71,656.00

Position Type/Status: Regular, Full-time, Exempt, Non-union

Closing Date: October 11, 2020

Position Description Summary

Under the general direction of the County Attorney, this position prosecutes criminal and civil offenses, represents county government in legal proceedings, and advises county officials on civil matters.

Possible Duties: Prosecutes criminal and civil cases in Justice and District Court; Represents the County in various courtroom proceedings, including jury trials, bench trials, omnibus hearings, motions hearings, summary judgment hearings, and other pre-trial hearings; Reviews police reports and witness statements; Files criminal charges; Drafts and responds to motions; Negotiates plea agreements; Conducts legal research; Interviews witnesses; Prepares legal documents, briefs, and opinions; Reviews investigations involving child abuse and neglect; Prepares and prosecutes civil cases involving child abuse and neglect; Attends meetings with legal personnel, law enforcement personnel, and elected officials; Confers with and advises other public agencies on relative legal matters; Works with the Montana Attorney General on cases before the Montana Supreme Court; Advises county government officials on civil matters; Performs other duties as assigned.

Examples of Knowledge

Montana statutes and Montana Code Annotated; State Supreme Court decisions, attorneys general opinions, and Montana case law; Lewis and Clark County regulations; Lewis and Clark County Personnel Policies and Procedures; County Attorney's office policies and procedures; Federal laws, including the Uniform Child Support Enforcement Act; Standards for civil and criminal procedures; District and Justice Court procedures.

Examples of Skills and Abilities

Use common office machines; Operate computer systems and related software, including word processing and spreadsheet programs; Analyze and interpret legal documents; Make defensible judgments relative to complex and sensitive factual situations; Determine when an issue becomes a matter of public policy; Communicate effectively orally and in writing; Follow verbal and written instructions; Establish effective working relationships with judges, attorneys, fellow employees, county agencies and citizens.

Qualifications

Degree from an accredited law school and licensed by the State of Montana to practice law. Two (2) years' experience as a practicing attorney is preferred; public sector experience is preferred.

This position is subject to a criminal background check prior to hire and thereafter to assure ongoing ability to access CJIN as prescribed by CJIN/NCIC policies.

Benefits

Employees are eligible for the Health Benefits Plan that includes health, vision, dental, and prescription drug coverage. Spouses and dependents are also eligible for enrollment. Employees earn generous leave and receive holiday pay for 10+ holidays per year. Membership in a retirement system that includes a contribution from the County begins with your first day of employment. Additional supplemental insurance options and enrollment in a Deferred Compensation plan are also available.

Application Instructions

For additional information or to apply, visit <https://www.lccountymt.gov/hr/jobs.html> by the closing date of October 11, 2020. A resume and cover letter are required with the application.

Applications for this position are accepted online only through our career portal. The following items are required along with the on-line application:

- Resume
 Attach resume to online application in designated section
- Cover Letter
 Attach cover letter to online application in designated section

For questions on this position or on the application process, please call (406) 447-8317 or e-mail emcglenn@lccountymt.gov.

Lewis and Clark County is an Equal Opportunity Employer