

## Deputy Lincoln County Attorney

August 31, 2021

**Position Opening:** Deputy Lincoln County Attorney

The Lincoln County Attorney's Office has one (1) full-time Deputy County Attorney position available.

**Supervisor Title:** Lincoln County Attorney

**Description:** Independently initiate criminal and civil cases with an understanding of current state, federal, and constitutional law, and manage the cases through final disposition. After analyzing information and anticipating possible outcomes, determine how to proceed and negotiate a settlement that is in the best interest of the parties, or if necessary, coordinate, plan, prepare, and execute a jury or judge trial.

**Salary:** D.O.E.

**Benefits:** Sick Leave after 90 days, Vacation Leave after 6 months, Health Insurance, Retirement.

**Start Date:** As soon as possible.

**Application Deadline:** July 31, 2017, or until position filled.

**Application Requirements:** Application packet and a complete job description are available at the Libby Job Service. Applicant must submit a Public Sector Application, as well as a writing sample and two letters of reference. A criminal background check is required of the successful applicant.

**Requirements:** Graduation from an A.B.A. accredited law school and active membership in the State Bar of Montana. Prior experience in relevant areas of the law is preferred but not required.

### Essential Functions:

1. Nature of work: Represent and act on behalf of the State of Montana, manage a case load in an efficient manner, assist, consult, and train law enforcement officials or other county officials, research legal questions, draft and edit court documents, investigate cases, monitor and audit court documents.

2. Personal Contacts: Contact with the public is frequent. Contact with law enforcement officers, social workers, court personnel, defense attorneys and county officials is frequent.
3. Supervision Received: County Attorney

**Duties and Responsibilities:**

- Pretrial prosecution and investigation: read police reports, interview officers, victims, and witnesses regarding alleged crime. Analyze and apply facts to pertinent criminal statutes. View and/or read any physical, documentary, demonstrative evidence gathered
- Research law and draft necessary legal documents, such as complaints, affidavits, informations, briefs, memoranda, etc.
- Attend hearings in criminal and civil cases in district court and justice court
- Render advice and opinions to County Commissioners and other heads of departments of Lincoln County under the direction and supervision of the County Attorney
- File petitions for involuntary commitment of seriously mentally ill or mentally ill individuals, conduct hearings and draft all related motions, orders, and findings
- Represent the State of Montana in Youth Court and child abuse/neglect proceedings
- Perform other related duties as required

**Job Specifications:**

**Education:** Bachelor and Juris Doctor degrees are required.

**Licenses:** Must be licensed and admitted to practice law in state and federal courts within Montana.

**Knowledge, Skills, Abilities and Competencies:**

- Knowledge of the Montana Rules of Professional Conduct and ability to practice law within the bounds of the rules
- Knowledge of Montana law, including: civil and criminal rules of procedure, statutory, regulatory, and constitutional law, and court decisions
- Ability to distinguish duty to the public when it conflicts with or differs from personal feelings or politics
- Ability to exercise sound discretion and judgment
- Ability to effectively communicate orally and in writing with judges, attorneys, other professionals, and members of the public
- Ability to cope with stressful schedules, situations and people, including people who are very emotional or distressed
- Ability to work efficiently, complete work within a reasonable timeframe, prioritize tasks as necessary, and meet deadlines