

INTRODUCTION:

Mineral County was established in 1914, and is located in Northwestern Montana, bordered by Idaho to the west, and 1,223 square miles of beautiful country with just under 5,000 residents. Interstate 90 (I-90) runs the length of the county from the border with Idaho to the Missoula County, Montana, line. This provides for a large influx of travelers and tourists, and also adds to the face-paced and demanding caseload the Mineral County Attorney's Office experiences.

SCOPE OF SERVICES/DESCRIPTION OF RESPONSIBILITIES:

The full-time (40 hours each week) Deputy County attorney will be expected to provide general municipal counsel and advice on special projects. The Deputy's prior job duties shall entail representing the County of Mineral and the State of Montana in criminal cases involving both misdemeanor and felony offenses, Dependent Neglect, Juvenile, Mental Health and the protection of vulnerable citizens. This position will be supervised by the Mineral County Attorney.

Minimum qualifications include: a Juris Doctor from an accredited law school, and license to practice law in the State of Montana. Individuals who plan to sit for the 2022 Montana Bar in July, 2022, will be considered. The individual will be a member in good standing with the Montana Bar, and will preferably have experience in the practice of law, particularly in the area of criminal law. Applicants may detail student internships and summer work positions that indicate experience with criminal law, local government, and contract law.

General counsel for Mineral County include but is not limited to: (1) representing the County in legal matters and proceedings in which the county is a party or interested; (2) advising the Council of Commissioners or any committee or member(s) and the heads of all departments and all other officers and agencies of the county as to all legal questions affecting its interests; (3) approving as to form and content all ordinances, contracts, deeds, bonds, and any other documents to be signed in the name of, or made to or with, the county; (4) attending Commissioners' and other community-oriented meetings, as requested and necessary.

Basic legal services include: (1) review or draft ordinances, resolutions, contracts, agreements, easements; (2) provide advice regarding government operations, elections, open meetings, open records, County Ordinances, State law, routine matters, personnel matters, and property matters including real estate acquisitions and sale, annexation, zoning, condemnation and public finance; (3) review agendas and materials for Council

meetings, prepare legal advice on items to be addressed at the Council meetings, attend Council meetings; (4) review lawsuits and claims filed against the County and offer recommendations; (5) prepare and prosecute criminal cases; (6) provide legal opinions upon request; (7) utilize a variety of legal research methods; (8) establish and maintain effective working relationships with those contacted in the course of work; (9) assist county officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential prohibited transactions; (10) assist administration officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others; and (11) have clear and concise communication skills.

The Deputy County Attorney will be required to maintain his or her Montana licensure through Continuing Legal Education (CLE).

This is a full-time, forty (40) hour per week position (1.0 FTE). Mineral County employees receive fully-compensated healthcare insurance including a dental plan, an employee health and wellness program, life insurance benefits, and access to vision coverage ADLAC services. The position provides for enrollment in the county's retirement plan (PERS), vacation time starting at three (3) weeks within the first year of employment, and sick time. Salary is \$62,400.00 annually. Equal opportunity employer (EOE).

This position will remain open until filled.