



# MADISON COUNTY

## MONTANA

\*Equal Opportunity Employer\*

---

**POSITION:** DEPUTY COUNTY ATTORNEY

**DEPARTMENT:** COUNTY ATTORNEY'S OFFICE

**POSITION TYPE:** FULL - TIME PERMANENT / EXEMPT (\*Mon. – Fri., 8:00 A.M. – 5:00 P.M.)

**CLOSE DATE:** OPEN UNTIL FILLED

**SALARY:** \$85,000+, DOE; EXCELLENT BENEFITS

**JOB DESCRIPTION:**

This is a full-time position which performs a wide variety of routine to complex criminal prosecution and/or litigation duties in the State and Federal court systems including misdemeanor and felony criminal violations, Youth Court, and HB640 matters reported by Law Enforcement and DPHHS and does related duties as required.

The Deputy County Attorney is responsible for prosecuting felony and misdemeanor offenses within Madison County, Montana; prosecutes juvenile offenses in Youth Court; represents agencies of the State of Montana, including the Department of Public Health and Human Services in matters related to HB640 reports; handles involuntary commitment hearings and other matters.

The Deputy County Attorney also provides legal advice and opinions to the Board of County Commissioners and other county officials; represents Madison County in civil suits, performs other miscellaneous duties related to the investigation and prosecution of crime, county legal work, legal research and writing, drafting legal documents, and providing legal advice to law enforcement agencies.

**JOB REQUIREMENTS:**

- Juris Doctorate;
  - Must be a member of the Montana State Bar;
  - Must be licensed to practice law in Montana; must have experience in criminal law and trial experience preferred, including experience as a legal intern; requires knowledge of criminal law and procedure, rules of evidence and civil procedure; requires familiarity with computerized legal research and word processing and the ability to learn online file/computer program, KARPEL;
  - Prefer a minimum of two (2) years of criminal prosecution and trial experience as a Deputy County Attorney or two (2) years' experience practicing law including civil litigation, criminal litigation and/or local government law; OR any equivalent combination of experience and training totaling six (years);
  - Demonstrated ability to litigate and try cases and effectively handle a demanding caseload.
- 

Applications must be submitted online at [madisoncountymt.gov](http://madisoncountymt.gov) under the Deputy County Attorney job posting. In addition to your application, please include your Resume, Letter of Interest, and a Writing Sample. Please also provide a list of three (3) employment-related references with valid contact information. With questions, please contact the Madison County Attorney's Office at (406) 843-4233.