

RICHLAND COUNTY

Job Vacancy Announcement

Position Title: Deputy County Attorney

County Department: Richland County Attorney's Office

Dept. Admin: Richland County Attorney

Salary: \$85,000 – \$100,000 DOE

Type of Position: Full-Time

Closing Date: open until filled

Applications available at Sidney Job Service, 211 N Central Ave, Sidney, MT 59270, (406) 433-1204. All application materials must be turned in to the Sidney Job Service.

POSITION DESCRIPTION

The Deputy County Attorney – performs complex legal, professional, and administrative work. The work is performed in accordance with established standards and practices of the legal profession, state and federal law, and County policy. Under policies and procedures established by the Richland County Attorney, the Deputy County Attorney initiates and prosecutes criminal cases through final disposition and provides legal counsel and advice on matters of civil and criminal law and performs other related duties as required or assigned. Must be able to pass background check and meet and maintain implemented or required security approvals for employment with the Richland County Attorney's Office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Deputy County Attorney prosecutes adult criminal offenders through final disposition in Justice, City, and District Courts and may also prosecute child abuse and neglect cases, bring involuntary mental health commitments, prosecute child support enforcement, initiate guardianship/conservatorship proceedings, prosecute youth offenders in Youth Court and attend Drug Treatment Court, reviews investigative reports from law enforcement officers, makes determination regarding charges to be filed, whom to prosecute and when to decline prosecution, drafts and files charging documents, coordinates, plans, prepares for and attends various court hearings such as arraignments, omnibus, bail, suppression, change of plea, sentencing, revocation, etc., interviews and prepares witnesses for courtroom proceedings, prepares pleadings, briefs and other legal documents for filing with the court, responds to various written and oral motions and arguments made by defense counsel, prepares jury instructions and necessary trial and/or hearing exhibits, must be able to communicate well with witnesses and victims of all ages, social, economic and educational backgrounds, negotiates plea agreements, assists law enforcement with and drafts search warrants and subpoenas, conducts legal research and prepares legal briefs, memoranda and other documents, provides legal advice to various County officials, outside agencies and law enforcement, drafts legal opinions, researches and interprets statutes, codes and ordinances, negotiates with concerned parties to resolve contested issues, prepares finding of facts and conclusions of law and drafts proposed orders, prepares arguments orally and in writing, must serve as "on call" attorney on a rotational basis to law enforcement.

This job description is not designed to cover or contain a complete listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Knowledge and understanding of: Civil and Criminal Law, Rules of Civil and Criminal procedure, Rules of Evidence and the appellate process, principles of trial advocacy and applicable law, court procedures and applicable rules, Richland County policies and procedures, word processing software, on-line legal research, safety rules, procedures, and practices.

Ability to: Utilize County and State codes and ordinances, especially those authorizing criminal penalties, comprehend and make inferences from written material, produce documents using proper sentence structure, punctuation, grammar and spelling, analyze alternative approaches to legal issues, conduct efficient and effective legal research, handle stress and conflict, maintain confidentiality, conduct self with proper decorum and deference to the Court and court personnel, be well organized and multiple tasks and deadlines, establish effective working relationships with the Board of County Commissioners, other County departments, employees, Federal and State agencies, private agencies, law enforcement, victims and the general public, communicate well, in writing and orally, in both technical and non-technical terms, prepare accurate and reliable reports containing findings, recommendations and technical documentation, work for sustained periods of time maintaining concentration and attention to detail, operate a personal computer using word processing and on-line research applications, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines, quickly learn to put to use new skills and knowledge brought about by rapidly changing information and/or technology, meet challenges with resourcefulness through original thinking and creativity.

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 preferred but not required. 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.

Each applicant is required to provide the following:

- Completed Richland County Employment Application
- Resume, letter of introduction and writing sample
- Copy of Montana Law License

The successful applicant must serve a 12-month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County. Deputy County Attorneys employed full-time are prohibited from engaging in private practice, except for representation of their immediate family.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document and Employment Preference Form or DPHHS Handicap Certification with their application for employment so Richland County may apply the preference during the selection process.

Richland County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Richland County to consider such arrangements, the applicants must make known any needed accommodations.

RICHLAND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

