



**CITY AND COUNTY OF BUTTE-SILVER BOW, MT  
invites applications for the position of:**

# **Deputy County Attorney**

**SALARY:** \$78,000.00 - \$88,000.00 Annually

**OPENING DATE:** 07/07/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**\*Applications received on or before August 7th will be considered first, and applications will be accepted until the position is filled.\***

**General Statement of Duties**

Performs a wide variety of difficult and complex criminal prosecutions, together with a variety of other legal duties for the City-County of Butte-Silver Bow, Montana.

**Distinguishing Features of the Class**

This position is highly responsible and requires the performance of difficult and complex legal work, including prosecuting all misdemeanor and felony criminal offenses occurring in the City-County of Butte-Silver Bow, Montana. This position also involves providing legal advice to other City-County departments, City-County boards and to the Council of Commissioners, the legislative body of the City County of Butte Silver Bow, Montana; including preparation and review of contracts, review of personnel discipline and discharge decisions, review and assistance with procurement/competitive bidding procedures, budgetary matters, and review and preparation of documents related to Superfund, zoning, community enrichment, economic development and public works projects and land transfers. The work is performed under the general direction and supervision of the City-County Attorney, but discretion is granted requiring the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the City-County Attorney, Chief Deputy City-County Attorney, other Deputy City-County Attorneys, Legal Assistants, Victim Witness Advocates, judges and other court personnel, other employees in the City-County Attorney's office, counsel for defendants, City-County Chief Executive, City-County department heads and the general public.

**DUTIES/RESPONSIBILITIES:**

**Examples of Essential Work (Illustrative Only)**

- Assists outside assigned legal counsel with civil lawsuits against the City-County filed under state or federal laws and frequently involving substantial sums of money;
- Provides legal advice and representation to a wide variety of assigned City-County officials, and agencies, including the City-County Chief Executive, City-County governing board

- members, City-County department and division heads and an array of special-purpose boards and districts;
- Reviews and prosecutes assigned criminal case files submitted by law enforcement agencies;
  - Monitors and participates in investigations pertaining to assigned cases, including the preparation of investigative subpoenas and search warrants;
  - Prepares proper charging documents relating to assigned cases;
  - Serves as lead attorney on assigned criminal cases and assists attorneys on other cases as instructed;
  - Researches and briefs legal issues and pre-trial motions;
  - Interviews and assists witnesses and coordinates related activities with the Victim Witness Advocates on assigned criminal cases, reviews and evaluates evidence and assessing strength of case;
  - Works with victims and witnesses to prepare them for conferences and criminal trials;
  - Confers with criminal defense attorneys to evaluate and consider plea negotiations and offers;
  - Prepares proper charging documents for assigned misdemeanor and criminal cases;
  - Appears in court for arraignment, preliminary examinations and various pre-trial arguments and motions;
  - Prepares trial briefs and tries cases in court;
  - Conducts research and prepares orders, motions, appeals and other required legal and court documents;
  - Recommends bond and sentences and participates in sentencing hearings;
  - Researches and briefs post-conviction motions;
  - Prepares petitions for probation revocations;
  - Prepares all documents and conducts all hearings related to involuntary mental health commitment proceedings;
  - Prepares all documents and conducts all hearings related to juvenile delinquency and youth in need of intervention proceedings;
  - Serves as liaison with State and County law enforcement agencies on matters pertaining to assigned cases;
  - Participates as a member of a variety of assigned community task forces designed to protect the public and prevent and/or reduce criminal activities;
  - Attends meetings, conferences and workshops as requested and authorized;
  - Perform all duties and work assignments in a safe, healthy, and environmentally sound manner. Specifically, complying with the Health & Safety Program; maintaining work areas in a safe and orderly manner; identifying and reporting unsafe conditions; reporting all accidents; wearing required personal protective equipment; and attending safety-related meetings, training sessions, fit testing, etc.
  - Perform all duties and work assignments in compliance with project quality requirements.
  - Act responsibly and ethically, and in conformance with generally accepted business, occupational, and professional standards.
  - Perform other duties as assigned.

## **QUALIFICATIONS:**

### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of legal and court policies, procedures, practices, terminology and systems as applied to the work performed;
- Thorough knowledge of the assigned duties, responsibilities and authorities as prescribed in state law;
- Thorough knowledge of all state and federal laws, rules and regulations relevant to assigned duties and work;

- Thorough knowledge of the organization and authorities of City-County government and of civil law in assigned areas of City-County operations and activities;
- Thorough knowledge of the principles and practices of legal research;
- Thorough knowledge of the principles and practices of evidence collection;
- Thorough knowledge of the principles and practices of negotiation and conflict resolution;
- Skill in interviewing victims and witnesses and in the evaluation of evidence;
- Skill in research, organization of materials and presentations and in public speaking;
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language;
- Skill in persuasion and negotiations; Ability to establish and maintain effective working relationships with the City-County Attorney, Chief Deputy City-County Attorney, other Deputy City-County Attorneys, Legal Assistants, Victim Witness Advocates, other office employees, other City-County employees, law enforcement personnel, judges and court personnel and the general public;
- Ability to train, lead, motivate, direct and supervise the work of others;
- Ability to prepare accurate and reliable legal documents and perform a wide variety of legal tasks under the pressure of time-sensitive deadlines;
- Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to assigned duties;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned

### **Acceptable Experience and Training**

- Graduation from an American Bar Association accredited college or university with a Juris Doctorate Degree; and
- Some legal experience at the level of Law Clerk or above is highly preferred.

### **Required Special Qualifications**

- Admission to and licensed to the practice of law in the State of Montana.
- Must be a resident of Butte-Silver Bow during employment according to Butte-Silver Bow Ordinance. See below.

*“2.08.010 Residence during employment.*

*From and after October 1, 1979, all employees of the local government of Butte-Silver Bow shall be bona fide residents within the boundaries of Butte-Silver Bow during the period of their employment by the government of Butte-Silver Bow.*

*(Ord. 85 § 1, 1979)”*

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively with the City-County Attorney, Chief

Deputy City-County Attorney, other Deputy City-County Attorneys, and other personnel in the County Attorney's office, judges and other court personnel, victims and witnesses and others in person and over the telephone;

- Sufficient vision, with or without reasonable accommodation, which permits the employee to prepare, review and file a variety of written documents in both electronic and hardcopy forms and to examine evidence.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and to access and transport files as requested.
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to access and transport files as requested and to attend court and perform duties in a fast-paced environment.

The City-County is an Equal Employment Opportunity Employer. It does not discriminate on the basis of race, color, religion, sex, age, national origin, physical disability, or veteran status.

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The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities. Tasks and duties of the employee may differ from those outlined above.

### **ADDITIONAL INFORMATION:**

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The function of the Butte-Silver Bow Government is to serve the citizens of the City of Butte and Silver Bow County. Our government's goal is to improve and maintain governmental operations and conditions within the boundaries of Silver Bow County.

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.co.silverbow.mt.us/>

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406-497-6430

Position #2022-057  
DEPUTY COUNTY ATTORNEY  
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