

## **JOB POSTING FOR BEAVERHEAD COUNTY**

**Position Title:** Deputy County Attorney

**Organization:** Beaverhead County Attorney's Office

**Pay Rate:** \$90,000+ per year, D.O.E., Salaried

**Position Type/Status:** Permanent, Full-time, Exempt

Beaverhead County Attorney's Office is hiring for a Deputy County Attorney position. We are looking for an individual who has a passion working for government and wants to make a positive impact in the community.

Position is open until filled and applications will be reviewed weekly.

### **Who We Are and What We Do**

**Criminal:** The County Attorney's Office prosecutes felony offenses committed within Beaverhead County, and misdemeanor offenses committed within the county, but outside the City of Dillon. Generally, the office does not investigate criminal offenses and only prosecutes cases referred to it by law enforcement agencies such as the Beaverhead County Sheriff, the Dillon City Police Department, Fish Wildlife and Parks, Motor Carrier Services, and the Montana Highway Patrol. In addition, the office accepts referrals of criminal matters from a variety of state and federal law enforcement agencies. The office also prosecutes persons under the age of 18 in Youth Court.

**Civil:** Responsible for providing legal advice to the County Commissioners, all county departments and to many of the county's sub-jurisdictions such as school, fire, conservation, and weed districts. The office handles involuntary commitments for those who are "seriously mentally ill" and assists the state with involuntary commitment for those who are "seriously developmentally disabled" who are residents of the county.

### **Deputy County Attorney Duties**

- Prosecutes criminal and civil cases in Justice and District Court;
- Represents the County in various courtroom proceedings, including jury trials, bench trials, omnibus hearings, motions hearings, summary judgment hearings, and other pre-trial hearings;
- Reviews police reports and witness statements;
- Files criminal charges;
- Drafts and responds to motions;
- Negotiates plea agreements;
- Conducts legal research;
- Interviews witnesses;
- Prepares legal documents, briefs, and opinions;
- Attends meetings with legal personnel, law enforcement personnel, and elected officials;

- Confers with and advises other public agencies on relative legal matters;
- Works with the Montana Attorney General on cases before the Montana Supreme Court;
- Advises county government officials on civil matters;
- Performs other duties as assigned.

### **Benefits**

- Excellent Health Care Coverage
- Retirement plans through the State
- Paid Vacation, Sick Leave, and Holidays
- Wellness Screening Incentive
- Public Service Loan Forgiveness (PSLF) – Employment with the County may qualify you to receive student loan forgiveness under the PSLF. Look here to learn more and see if you may qualify!  
<https://fed-pro.org/public-service/>

### **Other Benefits**

- Working in a fast-paced environment
- Opportunity to serve on a variety of different committees
- Professional development and training opportunities
- Cost of living increases
- Beaverhead County offers a wide selection of recreational opportunities, including skiing, fishing, hunting, scenic drives, historical sites, and hot springs.

### **Qualifications and Application Requirements**

- Degree from an accredited law school and licensed by the State of Montana to practice law
- Resume
- Cover Letter

For questions on this position or on the application process, please call (406) 683-3730 or e-mail [paralegal@beaverheadcountymt.gov](mailto:paralegal@beaverheadcountymt.gov).

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