



JOB POSTING FOR LEWIS & CLARK COUNTY

Criminal Deputy County Attorney

Department: County Attorney's Office

Pay Rate: \$78,686.40 to \$101,275.20

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

Closing Date: Open Until Filled

Lewis and Clark County Attorney's Office is hiring for a Criminal Deputy County Attorney. We are looking for an individual who has a passion working for government and want to make a positive impact in the community. Under the general direction of the County Attorney, this position primarily prosecutes criminal offenses, but may also represent county government in legal proceedings, and advise county officials on civil matters.

Requirements:

Qualifications – Deputy Attorney I

- Degree from an accredited law school and licensed by the State of Montana to practice law;
- At least two (2) years' experience as a practicing attorney is preferred; public sector experience is preferred.

Qualifications – Deputy Attorney II

- Degree from an accredited law school and licensed by the State of Montana to practice law;
- At least five (5) years' experience as a practicing attorney;
- Demonstrated ability to work independently and make decisions involving complex subject matters; Public sector experience is preferred.

Duties and Responsibilities

- 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;
- Reviews investigations involving child abuse and neglect;
- Prepares and prosecutes civil cases involving child abuse and neglect;
- Pursues negotiations and presents cases in District Court, in accordance with the Uniform Child Support Enforcement Act;
- 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.

Examples of Knowledge

- Montana statutes and Montana Code Annotated;
- State Supreme Court decisions, attorneys general opinions, and Montana case law;
- Lewis and Clark County regulations;
- Lewis and Clark County Personnel Policies and Procedures;
- County Attorney's office policies and procedures;
- Federal laws;
- Standards for civil and criminal procedures;
- District and Justice Court procedures.

Examples of Skills & Abilities

- Use common office machines;
- Operate computer systems and related software, including word processing and spreadsheet programs;
- Audio/video editing;
- Analyze and interpret legal documents;
- Make defensible judgments relative to complex and sensitive factual situations;
- Determine when an issue becomes a matter of public policy;
- Communicate effectively orally and in writing;
- Follow verbal and written instructions;
- Establish effective working relationships with judges, attorneys, fellow employees, county agencies and citizens.

Special Requirements

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. Local travel during business day is occasionally required.

Physical Demands

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to stand, bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 40 pounds.

Application Instructions

Applications for this position are accepted online only through our career portal <https://www.lccountymt.gov/Government/Human-Resources/Job> The following items are required along with the on-line application:

- Resume
- Cover letter

For questions on this position or on the application process, please call (406) 447-8317 or e-mail emcglenn@lccountymt.gov.

Disclaimer: Equal Opportunity Employer

* Candidates not licensed by the State of Montana will be considered for this position. If hired, they would perform duties that do not require them to be a licensed attorney. Employment continuation is contingent on becoming a licensed attorney within the allotted time determined. The pay rate would be lower than the advertised amount above. Once licensed, the pay rate would be that of the Deputy County Attorney I.