Deputy/Senior Deputy County Attorney

Salary
$90,125.00 - $103,225.39 Annually
Location
217 N. 27TH STREET, BILLINGS, MT 59101
Job Type
Full-Time Regular
Job Number
202500374
Department
County Attorney's Office
Opening Date
09/29/2026
FLSA
Exempt
Bargaining Unit
TEAM-CA
Number of Vacancies
2

- DESCRIPTION
- BENEFITS
- QUESTIONS

Description

See Schedule A Pay Band in supplemental information below for details
The County Attorney will hire based on the experience level of the candidate. Promotion to Senior Deputy Pay Band within 3 years of employment.

Deputy County Attorney:
Performs entry-level professional legal work that is designed to introduce the Deputy to the practice of law in the County Attorney's Office.

Senior Deputy County Attorney:
Responsible professional work performing the widest variety of legal work as assigned in the County Attorney's Office; develops, prepares, and presents issues and cases requiring appearance before administrative, legislative and judicial tribunals along with associated work and trial work; and performs related work as required. The employee must be able to handle a high caseload and must be able to work with independence within departmental guidelines.

Examples of Duties

Deputy County Attorney:

- Reviews reports and files appropriate charges;
- Prepares cases including identifying issues, drafting relevant and case specific pleadings and motions, conducting investigations when necessary, identifying and subpoenaing witnesses, preparing witnesses for testimony, and preparing any exhibits for court presentations, and preparing any jury instructions;
- Prepares and files responses to discovery requests and other correspondence in a timely fashion;
- Maintains organized case files, documenting court actions, prosecutor's action and any plea offers or other agreements;
- Negotiates cases with attorneys and pro se defendants;
- Meets with attorneys, victims, witnesses, and pro se defendants during scheduled appointments;
- Appears in court on behalf of Yellowstone County and represents the County at arraignments, appearance dockets, evidentiary hearings, pretrial conferences, bench trials, jury trials and oral arguments;
- Demonstrates a firm grasp of the law and rules of court and fundamental trial skills, the presentation of relevant and necessary evidence, the ability to present persuasive, legally, and factually accurate arguments, and the ability to prepare relevant jury instructions, including not-in-MAI instructions.

Senior Deputy County Attorney:

- Assigns and leads the work of staff in the preparation, presentation and, if necessary, the appeal of criminal cases;
- Prepares cases including identifying issues, conducting any necessary legal research, drafting relevant and case-specific pleadings and motions, conducting additional investigation when necessary, identifying and subpoenaing witnesses, preparing witnesses for testimony, preparing any exhibits for court presentations, and preparing any jury instructions;
- Leads training sessions for local and state law enforcement on various aspects of criminal law;
- Advises and counsels staff on available options or strategies to accomplish assigned tasks;

- Defends civil lawsuits against the County filed under state or federal laws frequently involving substantial sums of money;
- Provides legal advice and representation to a wide variety of assigned County agencies and districts, including the Board of County Commissioners, County Superintendent of Schools and school boards, County Hospital Board, MetraPark Board, and an array of special-purpose districts in the areas of fire, conservation, weed control, rural improvements, road improvements, planning and zoning, drainage, grazing and irrigation under the direction and supervision of the Chief Civil Deputy and Chief Civil Litigator;
- Represents the County in cases involving the County's self-insurance program under the direction and supervision of the Chief Civil Deputy.

Minimum Qualifications

Deputy County Attorney:

Education/Experience/Training:

- Graduation from a college or university of recognized standing with a Law Degree/Juris Doctorate.

Certifications:

- Membership in the Bar of the State of Montana is required at the time of application or
- Completion or passage of the Bar Exam within 6-month probationary period.
- Valid driver's license issued by the State of Montana.

Senior Deputy County Attorney:

Education/Experience/Training:

- Graduation from a college or university of recognized standing with a Law Degree/Juris Doctorate; and
- 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 education, experience and training totaling six (6) years;
- Demonstrated ability to litigate and try cases and effectively handle a heavy caseload.

Required Certifications:

- Membership in the Bar of the State of Montana is required at the time of application.
- Valid driver's license issued by the State of Montana.

Employer

Yellowstone County

Department

County Attorney's Office

Address

217 N 27th St
Room 701
Billings, Montana, 59101

Phone

406-256-2870

Website

https://www.yellowstonecountymt.gov/coattorney/