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| **POSITION DESCRIPTION****DEPUTY COUNTY ATTORNEY****FLSA STATUS: Exempt****EEO Category: Professional** | **14 December 2015****Reports to: Duchesne County Attorney** **Revised: \_\_\_\_\_\_\_\_\_\_\_****Human Resources Initials:\_\_\_\_\_\_** |

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| **POSITION PROFILE**Under the overall direction and supervision of the County Attorney, assists in the fulfillment of the statutory obligations of the County Attorney. Conducts research and drafts memorandum and motions. Primary area of focus will be civil in nature with occasional projects on criminal cases. Appear in local State and Federal courts as assigned. Perform administrative and professional duties as needed. |
| **GOALS*** To provide administrative assistance, advice and litigation expertise for the County Attorney’s Office.
* To ensure work performance, effective time management practices, and attention to detail.
* To ensure due process and timely response to requests and equality in cases.
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| **ESSENTIAL FUNCTIONS*** Provides support to fulfill the duties and responsibilities of the Civil Division and Criminal Division as assigned;
* Prepares legal documents such as pleadings, motions, briefs, appeals, contracts, leases, deeds;
* Attends meetings of the Duchesne County Board of Commissioners and provides legal advice and counsel regarding the matters considered and the conduct of the meeting as assigned;
* Attends elected official and department head meetings as requested and required to advise, counsel and consult with various departments and agencies of the County;
* Attends and participates in public meetings as requested and required to serve as a resource and legal voice of the County;
* Apprises County Officers regarding various legal issues related to statute, ordinance, policies and practice;
* Drafts resolutions and ordinances for consideration by the County Commission;
* Assists in the development of administrative procedures for County departments and agencies;
* Assists department heads in budget preparation and submits other recommendations when solicited;
* Investigates and provides opinion as to the validity of claims against the County;
* Negotiates with persons in the private sector on legal issues pertaining to County government;
* Provides legal advice to Duchesne County Sheriff’s Office as requested, required and directed;
* Provides legal advice to law enforcement agencies within the County as requested;
* Performs research and analysis of law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions and legal codes;
* Prepares and assists litigate cases arising out of County civil activities;
* Provides legal representation in court for and on behalf of the County in civil and regulatory matters as assigned;
* Provides assistance coordinating with outside counsel engaged to represent the County’s interests;
* Assists in the Representation of County elected officers, department heads and employees before federal and state court and federal, state and local administrative agencies; and
* Performs other job related duties as assigned by the County Attorney and Deputy County Attorneys, including but not limited to prosecution of felonies and misdemeanors in district court, juvenile court and justice court as needed.
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| **EDUCATION AND EXPERIENCE*** Graduation from an ABA accredited law school with a Juris Doctorate Degree;
* Passed the Utah State Bar Exam;
* Be admitted to the Utah State Bar and be a member in good standing.
* 0-3 year experience
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| **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:*** Superior Legal Writing Skills;
* Outstanding ability to conduct legal research;
* Knowledge of advocacy techniques, principles of law and their application, civil and criminal trial procedures and the rules of evidence;
* Knowledge and application of the Utah Code and local ordinances and how they apply to County government operations;
* Knowledge and application of case law related to a variety of County government subjects and criminal prosecution; principles, practices and methods used in legal research;
* Ability to conduct the prosecution or defense of civil and criminal cases assigned;
* Ability to present statements of fact, law and argument intelligently and logically;
* Ability to gather and evaluate information obtained through research, investigations and interrogations;
* Apply legal principles and knowledge to individual cases and problems;
* Ability to analyze and evaluate facts and evidence and to apply them to individual cases and problems;
* Ability to establish and maintain effective working relationships with employees, other agencies and the public; and
* Ability to follow written and verbal instructions; ability to communicate effectively, orally and in writing.
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| **PERFORMANCE MEASUREMENTS*** Responsible to meet all expectations of the essential functions and perform the required skills and abilities.
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| **PHYSICAL REQUIREMENTS*** Work is primarily sedentary in nature, performed in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Periodic travel required in normal course of job performance.
* Individual may carry or haul binders, legal documents contained in boxes up to 25 lbs.
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| **LANGUAGE SKILLS*** Must be able to write clearly and concisely, edit work for spelling and grammar, and read and interpret difficult and complex written information.
* Must be able to respond to inquiries from supervisors and outside counsel, public, agencies, companies, and

 other departments to fulfill requests for information.  |
| **REASONING ABILITY*** Must have the ability to synthesize complex or diverse information and collect and research data.
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| **HAZARDS*** Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
* Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
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| **ADA STATEMENT*** Ability to perform the essential functions of this position with or without reasonable accommodation.
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**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.