

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Assistant County Attorney

BAND:	GRADE: 13	SUBGRADE:
DEPARTMENT: County Attorney	ACCOUNTABLE TO: County Attorney	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbents are responsible for assisting County Attorney in preparing and presenting civil and criminal cases and for providing legal advice to other County departments. Duties include: making court appearances; determining whether to bring criminal charges; reviewing reports from County facilities and departments; conducting interviews and preparing witnesses; performing legal research; assisting in development and implementation of training; and, acting on behalf of other attorneys in their absence.		
DISTINGUISHING CHARACTERISTICS: The Assistant County Attorney is the first level of a two level County Attorney series and is distinguished from the Chief Deputy County Attorney which has responsibility for providing managerial assistance to the County Attorney.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Makes court appearances in both district or appellate courts which includes: attending arraignments, first appearances, detention hearings, evidentiary hearings and sentencing; preparing pretrial motions, discovery, briefs and questions; preparing opening statements; coordinating witness lists; determining whether to go to trial or settle cases; and, if settling, determining the terms of the settlement. Appears at Human Services hearings including commitments, vulnerable adult and child protection proceedings; paternity trials, child support establishment and enforcement hearing/trials.	Daily 30%

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
2.	Determines whether to bring criminal charges which includes: determining when to file contempt motions; conservatorship/guardian petitions, commitment petitions or child protection petitions; reading law enforcement or social service agencies' reports, determining appropriate charges, deciding whether additional information is necessary before charges can be brought and obtaining additional information through use of search warrants and other methods.	Daily 20%
3.	Reviews reports from County facilities and departments and determines whether to file pleadings, misdemeanor or felony charges.	Daily 20%
4.	Conducts interviews and prepares witnesses for trial.	Daily 10%
5.	Performs legal research which includes selecting most appropriate and time effective tool and providing advice on subject matter posed by County agencies and Court.	Weekly 5%
6.	Assists in development and implementation of training with regard to legal issues or new policies or programs for other County departments and the public.	Quarterly 5%
7.	Acts on behalf of other attorneys in their absence.	Monthly 10%
8.	Performs other duties of a similar nature or level.	As Required

Knowledge (position requirements at entry):

Knowledge of:

- Federal, state and local laws, statutes and case law;
- Trial procedure and rules of evidence;
- Legal research methods;
- Some knowledge of psychology, social work and law enforcement.

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Skills (position requirements at entry):

Skill in:

- Analyzing and applying legal principles and facts;
- Arguing cases, advocating and persuading;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Juris doctorate or doctorate in law; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- State license to practice law.

Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC

Date: 12/1998

Revised 12/99 by BCC