



SANDERS COUNTY
VACANCY ANNOUNCEMENT
October 22, 2018

Position: Deputy County Attorney
Full-Time - Exempt

Department: County Attorney's Office

Salary: Starting rate dependent on experience and qualifications

Closing Date: 5:00 PM on Friday, November 16, 2018

Work Unit Overview: Full Time Position. All county departments must maintain an open and customer service oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

Job Summary: Performs legal duties for the County Attorney of a criminal nature and civil nature.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Prosecutes criminal offenders. Reviews investigative reports from law enforcement officers; determines what charges to file and who to charge or whether to decline prosecution. Files charging documents. Keeps victims advised of case status.
- Prepares for and makes court appearances in non-trial settings such as arraignments, omnibus hearings, change of plea hearings, sentencing hearings, etc.
- Interviews and prepares witnesses. Prepares court documents. Responds to motions and arguments from defendants.
- Represents the State in court appearances before judges and juries.
- Prepares witnesses. Prepares jury instructions and exhibits.
- Examines witnesses. Negotiates plea agreements with defense counsel and unrepresented defendants.
- Assists law enforcement officers with search warrant applications and requests for investigative subpoenas. Does legal research and prepares legal briefs, memoranda and other documents.
- Represents the State of Montana DPHHS in Youth In Need of Care cases.
- May be assigned to represent the State of Montana in Involuntary Commitment cases.
- Performs related work and other matters as required or directed.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Intermittent periods of standing, sitting, and walking.
- Required to reach with hands or arms, stoop, kneel, crouch, and some light occasional lifting in the file storage area for research purposes.
- Occasionally required to climb or balance.
- Occasionally required to lift up to 50 pounds.
- Working on a computer and communicating with others.
- Subject to frequent interruptions. Work in an office and court facility environment with a moderate noise level.

Supervision Exercised: *List jobs reporting to the subject position and level of supervisory authority.*

The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

- Considerable knowledge of laws of criminal procedure, rules of evidence, state criminal code, and state and federal case law.
- Considerable knowledge of jury and non-jury trial procedures.
- Basic knowledge of various civil areas of the law.
- Skill in the use of a personal computer (word-processing) and legal research.
- Ability to prepare complex legal documents.
- Ability to communicate in the English language, orally and in writing.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.

Education and Experience:

- This position requires a Juris Doctor degree. It also requires two years of progressively responsible experience in the practice of law.
- Applicants must be admitted to Montana State Bar and admitted to practice before the U.S. Federal District Courts of Montana prior to employment.

Application Documents Required: Cover letter, resume, other credentials, letters of reference should be submitted to:

Rich Wallace
Human Resources Director
P.O. Box 519
Thompson Falls, MT 59873

Applications must be received by Friday, November 16, 2018 at close of business. They can be emailed to Rich Wallace at rwallace@co.sanders.mt.us

If you have any questions, please call Rich Wallace at 406-827-6947.