



## SANDERS COUNTY

**Position:** Deputy County Attorney  
Full-Time - Exempt

**Department:** Sanders County Attorney's Office

**Salary:** \$40,500 to \$61,000 annually, dependent on experience and qualifications

**Closing Date:** 4:00 PM on Friday, February 15, 2019

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

### **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 prior to employment, preferred. Experience with criminal law, with Montana municipalities or local governments and knowledge of county or local government and contract law is also preferred.

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

Represents the County in legal matters and proceeding in which the County is an interest.

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; also JV cases.

May be assigned to represent the State of Montana in Involuntary Commitment cases.

Performs related work and other matters as required or directed by County Attorney.

Review and draft ordinances, resolutions, contract agreements, deeds and easements.

Review lawsuits and claims against the county and offer recommendations on how to proceed.

Use of wide variety of legal research methods; have clear and concise communication skills.

Establish and maintain working relationships with those contacted in the course of work.

Assist administrative officials and employees to understand the legal roles and duties their respective offices and interrelationship with others.

Performs related work and other matters as required or directed.

**Application Documents Required:** Cover letter, resume, other credentials including a minimum of three (3) letter of professional references, with contact information, should be submitted to:

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

These materials must be received by Friday, February 15, 2019 at 4:00 PM. They can be emailed to Rich Wallace at [rwallace@co.sanders.mt.us](mailto:rwallace@co.sanders.mt.us).

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