

DODGE COUNTY
TITLE: ASSISTANT COUNTY ATTORNEY

BAND C	GRADE 5	SUBGRADE 2
DIVISION: Attorney	ACCOUNTABLE TO: County Attorney	CLASS CODE: Exempt
PRIMARY LOCATION: Mantorville, MN	NORMAL HOURS: 7:30 a.m. – 4:00 p.m. or 8:00 a.m. – 4:30 p.m.	DATE OF LAST REVISION: 8/1/2020

JOB PURPOSE:

Independently performs professional legal work including preparation and/or examination of legal instruments, and application of statutes, rules, and regulations in a specialized area of law; performs related work as required. Reviews work with County Attorney. Prepares and presents complex and difficult criminal cases on behalf of the county.

Duty No.	Essential Duties	Frequency	B/G
1.	Reviews police reports/investigation reports and evidence to determine relevance and eligibility for court trial, by applying experience and knowledge of laws, legal proceedings and requirements. Draft Complaints and Search Warrants, Rule 5 & 8 appearances, and Omnibus hearings, Riverside procedures, conduct trials before the Court or to a jury.		
2.	Dictates and prosecutes criminal cases before a court to uphold fair practices and standards of law by preparing and presenting cases for clients and the county attorney.		
3.	Discusses cases to gain a better understanding of reports and evidence, by meeting and conferring with police, law enforcement officers, other attorneys and social services personnel involved in the investigation of a particular case.		
4.	Drafts all juvenile delinquency petitions and other pleadings in accordance with the applicable law, rules, and juvenile rights. Represent the County in delinquency adjudicatory, dispositional, detention and revocation hearings, as well as transfers under the Interstate Compact on Juveniles.		
5.	Advises and counsels witnesses so that testimonies are understandable and relevant for trial.		
6.	Researches laws and precedents surrounding cases so that a full and adequate study is prepared for legal presentations by the incumbent or the county attorney.		

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7.	Offers legal advice so that inquiring parties including law enforcement officers, other attorneys, and social services personnel are aware of the legal implications involved.		
8.	Researches and writes reports for cases at the direction of the county attorney by applying learned knowledge of legal matters.		
9.	Assist with civil matters including child protection, child support, civil commitments, and guardianship and conservatorship matters as needed.		
10.	Researching and drafting Appellate Briefs and appearing for oral argument before the Minnesota Courts of Appeals and the Minnesota Supreme Court as required.		
11.	Give direction and guidance to support staff on how they can assist with the above tasks. Ensure that support staff are aware of changes in statute or rules that affect their duties.		
12.			

MINIMUM QUALIFICATIONS:

- Licensed Attorney with 3-5 years' experience handling complex criminal litigation including felony, gross misdemeanor cases.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Principles, practices, and procedures of public law as it relates to legal proceedings at the county level.
- Office procedures sufficient to write reports and briefs necessary to prepare for cases.
- Law enforcement procedures sufficient to gather evidence from law enforcement officers and advise law enforcement officers on relevant laws and the impact of changes in the law.
- Social services procedures sufficient to determine neglect or abuse status of individuals and advise social services personnel of relevant laws and the impact of changes in the law.
- Present a case before a court of law by applying advanced legal techniques and procedures.
- Relate to a variety of professionals and individuals involved in the preparation of a case.

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KNOWLEDGE/SKILLS/ABILITIES REQUIRED (continued):

- Analyze police data and witness testimonies and apply it to the interpretation of accepted law.
- Maintain and establish an effective working relationship with superiors, co-workers, subordinates, and the general public.
- Exercise independent judgment in dealing with cases appropriately.

CORE COMPETENCIES OF POSITION:

- Knowledge of Work Rules. Develops and maintains a thorough working knowledge of all department and applicable jurisdictional policies and procedures in order to help facilitate compliance with such policies and procedures by all staff members.
- Commitment to the Work Group. Develops respectful, cooperative and productive work relationships with co-workers, including the demonstrated willingness to help newer staff so their respective job responsibilities can be performed with confidence as quickly as possible.
- Commitment to Customer Service. Demonstrates by personal example the service quality and integrity expected from all staff members. Represent Dodge County in a professional manner to the general public, employees and other outside contact/constituencies in a manner that helps maintain and enhance Dodge County's reputation as well managed and citizen oriented.
- Communication. Confer regularly with and keep one's immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which they are accountable.
- Productivity and Work Organization. Demonstrates ability to plan, organize and accomplish work in a timely and effective manner. Report to work location on time and on a regular basis.
- Problem Solving and Decision Making. Exercise good judgment in problem solving, analytical thinking, and independent thinking as it relates to departmental and County procedures, problems, and policy interpretations.
- Safety Rules and Procedures. Know and observe the safety policies and procedures of the County. Perform tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

ACCESS TO NOT PUBLIC DATA:

The employee in this position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13.

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Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

7	hours a day sitting
.5	hours a day standing
.5	hours a day walking
	hours a day kneeling
	hours a day stooping
<1	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
120	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
20	pounds lifted waist high
	pounds lifted shoulder high
	pounds lifted above the head
20	pounds are carried alone
	pounds are carried with someone else
30	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
	hand tools
	Electric tools
	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
		distinguish colors
X		hear or listen
		taste
		smell
		touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading	X	Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic		Creating methodologies
	mathematics	X	Conducting research
	weighing and/or measuring		Managing resources
	visualizing conclusions	X	Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

7	hours a day spent working under time pressure
7	hours a day spent working rapidly
100	% of time spent indoors
	% of time spent outdoors
	% of time spent in an automotive vehicle
95	% of time spent at a desk, bench or window
95	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
	The surface of the working environment is sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments: