

**DODGE COUNTY JOB POSTING: Assistant County Attorney**



We consider all applicants regardless of race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital status, or any other legally protected status.

**POSITION TITLE:** Assistant County Attorney – Criminal Case Load

**DATE OF CLOSING:** Open Until Filled

**REPORTS TO:** County Attorney

**HOURS:** Monday - Friday, 8:00 a.m. - 4:30 p.m.

**POSITION FOCUS:** 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.

**WAGE RANGE:** \$75,337 - \$100,755 (depending upon qualifications and experience)

**PRIMARY DUTIES AND RESPONSIBILITIES:**

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, sheriff's officers, other attorneys and social services personnel involved in the investigation of a particular case.

**REQUIRED KNOWLEDGE:** Understand 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. 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.

**MINIMUM QUALIFICATIONS:** Licensed Attorney with 3-5 years' experience handling criminal litigation including felony, gross misdemeanor, and misdemeanor cases. Criminal background check required.

**ESSENTIAL FUNCTIONS:** Ability to establish and maintain effective working relationships with the public, court, public officials, attorneys, and representatives of law enforcement. Skill and proficiency in computer operation with working knowledge of Word, Windows, and research tools. Confidentiality and ability to act in a professional manner are required skills for this position.

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**FOR FURTHER INFORMATION CONCERNING THIS POSITION, PLEASE CONTACT:  
DODGE COUNTY EMPLOYEE RELATIONS OFFICE 507-635-6239  
Visit [www.co.dodge.mn.us](http://www.co.dodge.mn.us) to complete an application.**