

JOB POSTING FOR LEWIS AND CLARK COUNTY

Position Title: Deputy County Attorney I

Organization: Lewis and Clark County, County Attorney Office

Pay Rate: \$67,683.20 – \$71,656.00

Position Type/Status: Regular, Full-time, Exempt, Non-union

Closing Date: November 29, 2020

Position Description Summary

Under the general direction of the County Attorney, this position prosecutes criminal and civil offenses, represents county government in legal proceedings, and advises county officials on civil matters.

Duties: Prosecutes criminal and civil cases in Justice and District Court; Represents the County in various courtroom proceedings, including jury trials, bench trials, omnibus hearings, motions hearings, summary judgment hearings, and other pre and post-trial hearings; Reviews police reports and witness statements; Files criminal charges; Drafts and responds to motions; Negotiates plea agreements; Conducts legal research; Interviews witnesses; Prepares legal documents, briefs, and opinions; Reviews investigations involving child abuse and neglect; Prepares and prosecutes civil cases involving child abuse and neglect; Attends meetings with legal personnel, law enforcement personnel, and elected officials; Confers with and advises other public agencies on relative legal matters; Works with the Montana Attorney General on cases before the Montana Supreme Court; Advises county government officials on civil matters.

This job description is not designed to cover or contain a complete listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Examples of Knowledge

Montana statutes and Montana Code Annotated; State Supreme Court decisions, attorneys general opinions, and Montana case law; Lewis and Clark County regulations; Lewis and Clark County Personnel Policies and Procedures; County Attorney's office policies and procedures; Federal laws; Standards for civil and criminal procedures; District and Justice Court procedures.

Examples of Skills and Abilities

Use common office machines; Operate computer systems and related software, including word processing and spreadsheet programs; Audio/video editing; Analyze and interpret legal documents; Make defensible judgments relative to complex and sensitive factual situations; Determine when an issue becomes a matter of public policy; Communicate effectively orally and in writing; Follow verbal and written instructions; Establish effective working relationships with judges, attorneys, fellow employees, county agencies and citizens.

Qualifications

Deputy County Attorney I

Degree from an accredited law school and licensed by the State of Montana to practice law; Two (2) years' experience as a practicing attorney preferred; Public sector experience is preferred.

This position is subject to a criminal background check prior to hire and thereafter to assure ongoing ability to access CJIN as prescribed by CJIN/NCIC policies.

Benefits

Employees are eligible for the Health Benefits Plan that includes health, vision, dental, and prescription drug coverage. Spouses and dependents are also eligible for enrollment. Employees earn generous leave and receive holiday pay for 10+ holidays per year. Membership in a retirement system that includes a contribution from the County begins with your first day of employment. Additional supplemental insurance options and enrollment in a Deferred Compensation plan are also available.

Application Instructions

For additional information or to apply, visit <https://www.lccountymt.gov/hr/jobs.html> by the closing of November 29, 2020.

Applications for this position are accepted online only through our career portal <https://www.lccountymt.gov/hr/jobs.html> . The following items are required along with the on-line application:

- Resume
Attach resume to online application in designated section
- Cover Letter
Attach cover letter to online application

For questions on this position or on the application process, please call (406) 447-8317 or e-mail emcglenn@lccountymt.gov.