

JOB POSTING FOR LEWIS & CLARK COUNTY

Position Title: Deputy County Attorney I & Deputy County Attorney II

Organization: Lewis and Clark County Attorney's Office

Pay Rate: \$75,649.60 to \$97,344.00 per year

Position Type/Status: Permanent, Full-time, Exempt

Lewis and Clark County Attorney's Office is hiring for Deputy Attorney I and Deputy Attorney II positions. We are looking for Individuals who have a passion working for government and want to make a positive impact in the community.

Position is open until filled and applications will be reviewed weekly.

Who We Are

The County Attorney's Office is responsible for the prosecution of criminal offenses committed within Lewis and Clark County. It represents the State of Montana in child abuse and child neglect cases, as well as juvenile court proceedings. The County Attorney serves as the attorney for County government, including all agencies and boards. The Civil Division handles involuntary commitments for those who are "seriously mentally ill" and assists the state with involuntary commitment for those who are "seriously developmentally disabled" who are residents of the county.

The County Attorney/Public Administrator Office employs a variety of staff including seven Deputy County Attorneys and a Victim/Witness Coordinator. The office is divided into criminal and civil divisions:

Criminal Division:

The Criminal Division prosecutes felony offenses committed within Lewis and Clark County, and misdemeanor offenses committed within the county, but outside the City of Helena. Generally, the office does not investigate criminal offenses and only prosecutes cases referred to it by law enforcement agencies such as the Lewis and Clark County Sheriff, the Helena City Police Department, the East Helena Police Department and the Montana Highway Patrol. In addition, the office accepts referrals of criminal matters from a variety of state and federal law enforcement agencies. The Criminal Division also prosecutes persons under the age of 18 in Youth Court.

The Criminal Division represents the Montana Department of Public Health and Human Services in Lewis and Clark County in proceedings involving the enforcement of Child Abuse or Neglect laws.

Civil Division:

The Civil Division is responsible for providing legal advice to the County Commissioners, all county departments and to many of the county's sub-jurisdictions such as school, fire, conservation, and weed districts.

The Civil Division handles involuntary commitments for those who are "seriously mentally ill" and assists the state with involuntary commitment for those who are "seriously developmentally disabled" who are residents of the county.

The division performs the County Attorney's duties as Public Administrator of the estates of persons who die without any heirs or to help protect persons with incapacities who need help.

The Civil Division also helps a variety of state agencies in the enforcement of various regulations and civil matters such as the collection of back wages.

Benefits

Lewis and Clark County offers a competitive benefits package!

Includes:

- Health Coverage – 2 Types of Health Plans which includes medical, dental, vision, and pharmacy coverage.
 - Traditional Plan - cost for employee only is \$50 per month and with the Wellness incentive, the cost may be reduced to \$0 per month for full-time employees.
 - High Deductible Health Plan – cost for employee is \$0 per month and an additional \$1200 per year to a Health Savings Account for full time employees.
- PureView Health Center – preferred clinic provider and no cost to the employee and his/her dependents
- Retirement plans
- Paid Vacation and Sick Leave and Holidays
- Employees are provided with \$25,000.00 of Life Insurance and \$25,000.00 of AD&D insurance as a new employee.
- Wellness Screening Incentive
- Gym Membership Reimbursement
- Voluntary Supplemental Life Insurance
- Public Service Loan Forgiveness (PSLF) – Employment with the County may qualify you to receive student loan forgiveness under the PSLF. Look here to learn more and see if you may qualify!
 - <https://fed-pro.org/public-service/>

Other Benefits

Includes:

- Working in a fast-paced environment
- Opportunity to serve on a variety of different committees

- Professional development and training opportunities
- Cost of living increases
- Market adjustments
- Step based wage increases
- 4 weeks paid parental leave
- Longevity pay

Application Instructions - Required Materials

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
- Cover letter

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-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;
- Pursues negotiations and presents cases in District Court, in accordance with the Uniform Child Support Enforcement Act;
- 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;
- Performs other duties as assigned.

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 & 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 Attorney I

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

Qualifications – Deputy Attorney II

- Degree from an accredited law school and licensed by the State of Montana to practice law;
- At least five (5) years' experience as a practicing attorney;
- Demonstrated ability to work independently and make decisions involving complex subject matters; Public sector experience is preferred.

Special Requirements

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.

Physical Demands

Duties are generally performed in an office environment where hazards and discomforts are controlled and modifiable. This position requires the ability to bend at the waist, kneel, reach over the head, talk, hear, and see. Must be able to occasionally move or lift documents and materials weighing up to 20 pounds.

For questions on this position or on the application process, please call (406) 447-8316 or e-mail kgrose@lccountymt.gov.

Disclaimer: Equal Opportunity Employer