

Sevier County Job Description



Title: Deputy County Attorney I / II / III	Department: County Attorney
Grade: I - 24 / II - 27 / III - 29	FLSA Status: Exempt
Job Code: I - 200.1 / II - 200.2 / III - 200.3	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs professional duties as required to expedite the efficient and effective litigation of criminal and civil cases.

Deputy I: Entry Level / **Deputy II:** Working Level / **Deputy III:** Advanced Level

SUPERVISION RECEIVED

Works under the supervision of the County Attorney.

Deputy I: Close to General / **Deputy II:** General / **Deputy III:** General

SUPERVISION EXERCISED

Provides close to general supervision on a case-by-case basis to

Deputy I: Legal Assistant(s) and Paralegal

Deputy II: Legal Assistant(s), Paralegal, and Deputy Attorney(s) I

Deputy III: Legal Assistant(s), Paralegal, and Deputy Attorney(s) I and II

ESSENTIAL FUNCTIONS

Deputy I or Basic Functions for All Deputies

- Screens potential criminal prosecutions from law enforcement agencies;
- Evaluates evidence and reviews case reports,
- Performs preliminary review to assure standing;
- Determines charges and pursuit of prosecution;
- Prosecutes felonies and misdemeanors in justice, juvenile and district courts;
- Monitors case progress to assure efficient and effective processing and litigation;
- Prepares and tries litigations against persons or organizations arising out of criminal activities;
- Interviews victims, (of crimes, or other adverse actions) witnesses and law enforcement officers;
- Recommends appropriate charges to be brought against accused persons or organizations;
- Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence, prepares jury instructions;
- Delivers the plaintiff's or county's case in criminal proceedings;
- Attends and participates in motions, pleas, arraignments, sentencing and preliminary hearings and makes recommendations;
- Attends and represents the State at bail hearings, recommends bail, negotiates bail with defense attorneys;
- Negotiates plea offerings;
- Drafts legal materials and documents, i.e., information, arrest and search warrants;
- Prepares memorandums, motions, writs, subpoenas and other legal documents;
- Submits regular reports, written or verbal to apprise county attorney of status of assigned cases;
- Follows established policies and procedures;
- Provides legal advice to law enforcement and state agencies;
- Prepares and conducts legal topic training for police officers and sheriff deputies;

Deputy II (in addition to the essential functions outlined for Deputy I)

- Assists in the development of administrative procedures for county departments and agencies;
- Advises, counsels, and consults with various departments and agencies of the county.

Deputy III (in addition to the essential functions outlined for Deputy I and Deputy II)

- Acts as lead deputy attorney;
- Assists to oversee administrative processes and daily operations of the office;
- Monitors case activity and standing;
- May review staff performance and makes recommendations related to advancement, promotion, discipline and termination;
- Review contracts and legal documents for county departments;
- Participates in day-to-day public relations functions for the department;
- Responds to media inquiries regarding cases;
- Recommends and implements policies for media relations and general public relations.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

Deputy I: Graduation from an accredited law school with a Juris Doctorate Degree and acceptance to Utah State Bar and one (1) year of experience as a practicing attorney preferred;

Deputy II *(in addition to the education and experience for Deputy I):* Three (3) years of experience as a practicing attorney at Sevier County or five (5 years) related experience as a practicing attorney with one (1) of those years being performed with Sevier County.

Deputy III *(in addition to the education and experience for Deputy I and II):* Eight (8) years of experience as a practicing attorney at Sevier County or twelve (12 years) related experience as a practicing attorney with three (3) of those years being performed with Sevier County.

*An equivalent combination of education and experience may be considered for Deputies II and III.

2. Required Knowledge and Abilities:

Knowledge

Deputy I: Some knowledge of the following;

- Advocacy techniques;
- The principles of law and their application;
- Criminal trial procedures and the rules of evidence;
- Utah Code, constitutional provisions and local ordinances as they apply to county government and its operation;
- Case law related to a variety of county government subjects.

Deputy II: Working knowledge of the following *(in addition to the working knowledge outlined for Deputy I).*

- Rules of Civil Procedure;

Deputy III: Considerable knowledge of the following *(in addition to the considerable knowledge outlined for Deputy I and II).*

- Principles of supervision;
- Budget development and fiscal management.

Abilities for all Deputies

- Successfully conduct the prosecution in all criminal cases assigned;
- Present statements of fact, law and argument cleverly and logically;
- Gather and evaluate information obtained through research investigations, and interrogations;
- Analyze and evaluate facts and evidence and to apply them to individual cases and problems;
- Develop effective relationships with the public, government officials, and judicial personnel;
- Supervise subordinates.

3. Special Qualifications:

- Must be accepted by and remain active in good standing with Utah State Bar.
- Resident of Sevier County.

4. Work Environment:

- Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching.
- Occasional minor lifting generally not to exceed 25 pounds.
- Talking, hearing and seeing essential to job performance.
- Mental application utilizes memory for details, emotional stability and discriminating thinking guided and creative problem solving.
- Occasional travel required in the performance of job duties.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)