

**STILLWATER COUNTY
POSITION DESCRIPTION
OCTOBER 2019**

POSITION: Deputy County Attorney

DEPARTMENT: County Attorney

ACCOUNTABLE TO: Stillwater County Attorney

Stillwater County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an employees' knowledge, personal attributes and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Function:

This position is responsible for providing civil and criminal legal services and duties to the various departments of the Stillwater County Government as well as providing legal advice and guidance to the County Commission, Elected Officials, and appointed officials on a regular basis.

Required Education, Personal Attributes and Experience:

The job requires a Law Degree and being a member in good standing in the Montana Bar, a total of seven years of college instruction with at least one to three years or three to five years of experience as a criminal/civil practitioner with additional experience in the area of public sector law, depending upon the job position applying for. The job requires the utmost levels of integrity, morality, respect and trustworthiness. Successful candidates must have unwavering ability to conduct themselves above reproach consistent with the trust placed in them by virtue of representing the public.

Knowledge, Skills, and Abilities:

The job requires knowledge of the concepts and theories of the legal profession; county government operations and procedures; legal research and writing; trial procedure and technique; negotiating settlements and agreements; written and oral communications, including language mechanics, syntax and English composition; the principles and application of civil and criminal law; trial and hearing procedures and rules of evidence; and the statutory and constitutional laws of the State of Montana.

The job requires skill in persuasion, advocacy, the use of office equipment, court procedures, research, oral presentations, leadership, communication, organization, time management, and written communication.

The job requires the ability to research, analyze and apply legal principles, facts, evidence and precedents to legal problems; prepare, present and conduct cases of law in court; present statements of law, fact and argument clearly and logically in written and oral form; develop and maintain effective relationships with other staff members, departmental representatives, county officials, members of advisory and policy-making bodies, the courts and the public; analyze and draft ordinances and regulations. The job requires attention to detail, accuracy and timeliness, and the ability to adhere to standards of confidentiality as appropriate.

Essential Functions: These duties are the essential functions and are not all-inclusive of all duties that the position performs. The person for this position must be able to: communicate verbally and in writing; read written material; review legal and official documents; provide legal opinions and recommendations; offer legal advice to various county departments; provide legal assistance in county matters and legal issues; provide relief to the County Attorney; make decisions involving county liability; and minimize legal risk associated with action by county departments and officials; handle irate individuals in a professional manner at all times; meet deadlines; handle pressure and stress; be reliable and offer competent legal services; think clearly and logically; act prudently to minimize liability risk to the County.

Areas of Job Accountability and Performance:

Provides competent civil legal services and duties to the various departments of Stillwater County Government.

Provides legal advice and guidance to the County Commission, all county departments, and county related boards as statutorily set forth.

Provides legal assistance and legal advice relative to county projects, county contracts, subdivision reviews, tax issues, road issues and concerns, personnel problems and issues, and etc.

Reviews contracts, petitions, and official documents to determine the level of statutory satisfaction that is involved.

Drafts and reviews legal documents including contracts, leases, deeds, easements, resolutions, ordinances, regulations, correspondence, legal memoranda, and legal pleadings.

Provides legal opinion on all decisions dealing with the purpose of local government aside from criminal matters.

Represents Stillwater County Government on civil matters involved in the courts and represents the county in all litigation.

Provides legal opinion on matters important to road projects, right-of-way determination, abandonment, legal access and egress, and other matters important to clarification and function of the road department.

Assists in the legal aspects of mine impact, zoning, public land use, and county responsibility in these matters.

Performs other related duties as required or services on an as-needed basis.

Represents the State and County in misdemeanor and felony criminal matters.

Job Performance Standards:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

Observes work hours.

Demonstrates punctuality.

Performs assigned duties.

Adheres to standards of confidentiality and the Rules of Professional Responsibility.

Maintains accurate and timely records.

Prepares and submits accurate and timely legal documents.

Deals tactfully and courteously with the public, other lawyers, and the Court.

Provides efficient and quality services for the county.

Demonstrates an effectiveness of managing risk on behalf of the County in both civil and criminal matters/cases.

Is responsive to the requests of County personnel and departments.

Demonstrates knowledge and ability as a competent lawyer.

Maintains and is responsible for monies held in trust as well as provides adequate records of transactions as required by the Rules of Professional Conduct.

Establishes and maintains effective working relationships with fellow employees, supervisors, county departments and officials, the general public, and the County Attorney.

Physical Demands and Working Conditions:

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

Sitting for long periods of time

Standing, walking, bending, stooping, or kneeling

Utilizing stairs within the courthouse

Use hands to operate computer hardware, calculators, keyboard and other office equipment

Occasionally lift, carry, or move large binders or files of up to 20 pounds

Specific vision abilities required by this job include close and far vision, the ability to adjust focus while viewing into a computer monitor, to read paper documents, and to operate a motor vehicle

Work is performed in an office and courtroom setting