

STILLWATER COUNTY

POSITION DESCRIPTION

NOVEMBER 2017

POSITION: Deputy County Attorney

DEPARTMENT: County Attorney

ACCOUNTABLE TO: County Attorney and Stillwater County Commission

SUMMARY OF WORK: This position is responsible for providing 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.

JOB CHARACTERISTICS:

Nature of Work: This position performs legal duties which require attention to detail, accuracy, and timeliness. Position must adhere to strict standards of confidentiality of information and documentation. Work is performed in an office setting during normal office hours and on a frequent basis appearances before the Court or other tribunals on behalf of the County are required. Travel to Helena or other jurisdictions may be required on County business. Position meets with members of the general public or their attorneys at various times relative to criminal and civil matters affecting Stillwater County. Often these meetings are quite stressful if the person has a complaint against the County or County personnel. Position may encounter irate members of the general public or their attorneys on occasions.

Personal Contacts: Daily contact with county department heads, county officials, county boards, and County Commissioners through face to face, by telephone, correspondence, memos, and at meetings is necessary. Frequent contact is required with the general public or attorneys through face to face, by telephone, correspondence, and at hearings is required. Coordination with County officials by written and verbal communications on a daily basis is required on an as needed basis.

Supervision Received: Receives supervision from the County.

Supervision Exercised: Limited daily supervision of employee through face to face and by telephone.

Essential Functions: 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, the Solid Waste Department, and county related boards such as the County Planning Board and RSID's.

--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 not covered by the County's insurer.

--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.

--Offers advice to districts that are a part of the functions of local government.

--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 criminal matters.

JOB REQUIREMENTS:

Knowledge: This position requires a working knowledge of: all areas of public sector law, including but not limited to criminal law, court procedures, legal writing, mediation, computer research, document preparation, and public speaking.

Skills: This position requires considerable skill in the use of a computer and general office equipment as well as skills in conducting computer research, legal brief writing, and a high proficiency in the use of the English language and public speaking.

Abilities: This position requires the ability to: communicate effectively orally and in writing follow verbal and written instructions; follow statutory conditions and requirements; keep abreast of legislative changes; reading and comprehending vast amounts of written material; write cogently and effectively; speak with authority and persuasively; use organizational and time management techniques; provide effective risk management of County=s potential legal liability resulting from County actions; establish effective working relationships with fellow employees, supervisors, county departments, county officials, and the general public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

--A Law Degree and member in good standing in the Montana Bar; a total of seven years of college instruction with at least three years experience as a criminal/civil practitioner with additional experience in the area of public sector law and especially criminal law

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, ethics rules of professional responsibility.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely legal documents.
- Deals tactfully and courteously with the public.

- 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.