

Stillwater County Position Announcement

Stillwater County is an Equal Opportunity Employer

Date: September 4, 2018

Position Title: Deputy County Attorney

Salary: \$55,000 to 70,000 per year DOE

Department: County Attorney

Hours: Normal business hours

Union Status: Full Time Position

Accepting Applications until filled. First review after September 11, 2018

See Job Description for Details.

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: A Law Degree and/or a total of 2 years of college instruction with at least three years experience

Special Requirements: 3 – 5 years' experience as a prosecuting attorney with trial experience and additional experience in the area of public sector law.

Desired: 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 appears before the Court or other tribunals on behalf of the County. 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.

To Apply:

Submit **County Application, resume, and references** to Finance and Human Resources Office, Stillwater County Courthouse, PO Box 795, Columbus, MT 59019. **Late, incomplete or unsigned applications will not be considered.** Applications can be found at www.stillwatercountymt.gov.

Current County employees must also submit a county application and all required documents as described above.

Stillwater County is an Equal Opportunity Employer. Applicants who require special accommodation due to disability should contact the Human Resources Office at 322-8014.