



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: Deputy County Attorney – Civil Dept.
Schedule: Full-time with benefits
Department: County Attorney

Salary: \$63,049.44 - \$78,549.44 Yearly DOE
Closing Date: Open Until Filled
Department Administrator: Joshua Racki

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- Juris Doctor Degree from an ABA accredited law school and admitted to the Montana State Bar with an active license to practice law in Montana or the ability to obtain within six (6) months of date of hire.
- Prior experience in a County Attorney's office preferred.

Licenses and Other Requirements:

- Valid Driver's License issued by the State of Montana.
- Reliable transportation for "on call" assignments.

Each applicant is required to provide the following: Cascade County Employment Application, letter of introduction, resume, writing sample, copy of current law license.

JOB SUMMARY

The Deputy County Attorney - Civil acts as general counsel for Cascade County (County) and serves as legal advisor to the Board of County Commissioners and other local government entities and is responsible for various other statutory civil duties of the County Attorney, including issuing written opinions to the County, district and township officers on matters relating to the duties of their respective offices, acts as counsel for fire districts and fire service areas in unincorporated territories, towns or villages within the County, acts as counsel for the conservation and weed districts; is responsible for land use/planning/zoning issues, property transactions, contract drafting, review and negotiations, governmental transactions, general litigation, criminal and civil enforcement proceedings, contested case administrative proceedings, operates as general legal counsel and support for various local government officials and entities, including but not limited to, Public Safety, Public Works, Human Resources, Treasurer, Grants/Budget, Public Health, Clerk of Court, ExpoPark, Clerk and Recorder, Elections and Public Administrator, drafting, filing and prosecuting to conclusion civil commitment proceedings, guardianship and conservatorship proceedings, indigent estates and may also perform criminal prosecution tasks and other related duties as assigned and required. Must be able to pass background check and meet and maintain implemented or required security approvals for employment with the Cascade County Attorney's Office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Conducts legal research and prepares legal briefs, memoranda and other documents, provides legal advice to the Board of County Commissioners, County officials and department heads, outside agencies and law enforcement, drafts legal opinions, researches and interprets statutes, codes and ordinances, drafts contracts and engages in contract negotiations, negotiates with concerned parties to resolve contested issues, interacts effectively and positively with the public, prepares findings of fact and conclusions of law and drafts proposed orders, prepares arguments orally and in writing, attends meetings of the Board of County Commissioners, attends meetings of the County Conservation District, attends meetings of the County Planning Board and the County Zoning Board of Adjustment, participates in Collective Bargaining Negotiations and attends all negotiation sessions, works closely and in coordination with MACo and its staff, provides legal support to County Elected Officials and Department Heads in accomplishing their statutory roles and duties, drafts and files estate documents and manages such cases through to final disposition, may prosecute adult criminal offenders through final disposition in justice and district courts, may also prosecute child abuse and neglect cases, bring involuntary mental health commitments, prosecute child support enforcement, initiate guardianship/conservatorship proceedings, prosecute youth offenders in Youth Court and attend Drug Treatment Court, reviews investigative reports from law enforcement officers, makes determination regarding charges to be filed, whom to prosecute and when to decline prosecution, drafts and files charging documents, coordinates, plans, prepares and executes jury and judge trials, communicates regularly with victims and law enforcement regarding case status, prepares for and attends various court hearings such as arraignments, omnibus, bail, suppression, change of plea, sentencing, revocation, etc., interviews and prepares witnesses for courtroom proceedings, prepares pleadings, briefs and other legal documents for filing with the court, responds to various written and oral motions and arguments made by defense and opposing counsel, prepares jury instructions and necessary trial and/or hearing exhibits, must be able to communicate well with witnesses, victims and all members of the public of all ages, social, economic and educational backgrounds, negotiates plea agreements, assists law enforcement with and drafts search warrants and subpoenas, may serve as "on call" attorney on a rotational basis to law enforcement.

Full-time employees are prohibited from engaging in private practice, except for representation of their immediate family.

Must join the County Deputy County Attorney's Association.

Knowledge and understanding of: Civil and Criminal Law, Rules of Civil and Criminal procedure, Rules of Evidence and the appellate process, principles of trial advocacy and applicable law, court procedures and applicable rules, County and County Attorney policies and procedures, word processing software, on-line legal research, safety rules, procedures and practices.

Ability to: Utilize County and State codes and ordinances, especially those authorizing criminal penalties, comprehend and make inferences from written material, produce documents using proper sentence structure, punctuation, grammar and spelling, analyze alternative approaches to legal issues, conduct efficient and effective legal research, handle and effectively manage stressful and adversarial situations, maintain confidentiality, conduct self with proper decorum and deference to the Court and court personnel, be well organized with multiple tasks and deadlines, establish effective working relationships with the Board of County Commissioners, other County departments, employees, federal and state agencies, private agencies, law enforcement, victims and the general public, communicate well, in writing and orally, in both technical and non-technical terms, prepare accurate and reliable reports containing findings, recommendations and technical documentation, work for sustained periods of time maintaining concentration and attention to detail, operate a personal computer using word processing and on-line research applications, use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions, perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, meet challenges with resourcefulness through original thinking and creativity.

The successful applicant shall serve a 6-month probationary period, must join the MEA/MFT Union, and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER