

Employment Opportunity Martin County

POSITION TITLE: Assistant County Attorney
DEPARTMENT: County Attorney
OPENING DATE: August 4, 2020
CLOSING DATE: Open until filled
STARTING WAGE: \$86,590.40 Annually

The Martin County Attorney's office is currently accepting applications for a full-time Assistant County Attorney.

The Assistant County Attorney, under limited supervision, performs professional legal services in support of the County Attorney's Office. Provides legal counsel to Martin County, and prosecutes all adult and juvenile criminal cases and civil cases involving child/adult protection, civil commitment, and child support enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare and draft criminal charging documents, juvenile petitions and other civil documents. Prosecutes criminal and juvenile delinquency cases. May serve as Special Prosecutor for other counties. Participates with the County Attorney on litigating civil actions.
- Researches legal issues; prepares memoranda and briefs of law in support of trial tactics, including jury instructions, appeal documents, arraignments, complaints, pleadings, bail recommendations, and related legal documents.
- Provides legal counsel and furnishes written legal opinions to the County Board and other officials.
- Negotiates with other attorneys regarding pending cases.
- Drafts and reviews legal documents, including contracts, easements, resolutions, leases, bit bonds and related documentation.
- Conducts civil welfare fraud cases.
- Conducts training for law enforcement and social service workers; conducts mandatory training for teachers, ministers, and mandated reporters.
- Represents the County in child support, child protection, guardianship/conservatorship, and civil commitment cases.
- Reviews police reports completed by all jurisdictions within Martin County.
- Coordinates with law enforcement and Human Services during the investigatory phase of a criminal proceeding or child protection matter or other civil matter, including taking phone calls from officers and social workers 24 hours a day, 7 days a week, as crimes and new cases are being actively investigated.
- Prepare for hearings, including but not limited to criminal jury trials, criminal evidentiary hearing, civil commitment proceedings, child protection proceedings, child support hearings. This includes meeting with, preparing and counseling victims, witnesses, and members of the public. This also includes negotiating directly with opposing attorneys regarding potential plea and resolution of cases.

MINIMUM QUALIFICATIONS:

- Juris Doctorate degree, admission to the Minnesota State Bar.
- At least one year of recent progressive law experience along with the skills, knowledge and abilities required; or equivalent combined education and experience.
- Licensed to Practice Law in the State of Minnesota.
- Valid MN driver's license.

Please refer to job description for a complete listing of essential duties, competencies and qualifications.

Additional position information and required applications can be obtained on the Martin County website at <http://www.co.martin.mn.us/index.php/applications/employment>

Completed applications are to be submitted via email to Leigha.Johnson@co.martin.mn.us, or mail/drop off to Human Resources at the Martin County Coordinator's Office located in the Martin County Courthouse.