

## LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Assistant County Attorney I

Department: County Attorney's Office

FLSA Exempt

Salary Range: \$56,401.49 - \$78,962.29

Reports To: County Attorney

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### **PURPOSE OF POSITION:**

The purpose of this position is to assist the County Attorney by providing legal services for Lyon County. Duties include, but are not limited to: prosecuting crimes within the county; advising and representing various county departments, County Board and other agencies on a variety of legal issues; reviewing reports; providing legal opinions; drafting legal documents, search warrants, and other documents for filing with District Court.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this job and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Reviews various reports, documents, forms and letters to determine the appropriate action within mandated time frames.

Drafts appropriate complaint, petition, motion or warrant and files such with the court on criminal cases, child welfare cases, child support cases, human services appeals, commitment actions, termination of parental rights actions, welfare fraud cases and others as assigned.

Represents the County in other proceedings, felony cases, gross misdemeanor and misdemeanor cases not handled by a city attorney, commitments, child support cases, termination of parental rights and welfare fraud cases through trial phases.

Supervises and evaluates assigned staff; manages employee concerns; directs work assignments, and counsels/disciplines employees, when necessary; provides departmental employee training and development.

Works with office staff, court administrator's staff, and other agencies regarding scheduling of hearings, the filing of documents and progress of cases.

Interacts with other legal entities from other states for the purpose of coordinating prosecutions, extraditing criminals, transferring juveniles, and establishing consistent treatment of individuals traveling between states.

Discusses and advises law enforcement personnel on pending investigations; reviews police reports, witness statements, and assess sufficiency of evidence.

Drafts correspondence to attorneys, human service personnel, court, law enforcement officers, school personnel, probation agents, and other county agencies.

Advise other agency personnel and affiliated personnel regarding legal and procedural issues.

Researches and applies legal issues as they arise and keep informed of statutory changes and case law as changes occur.

Represent County Attorney's office at meetings and local interest groups, advising groups on various legal issues, policy issues, providing reports on criminal activity within the county as assigned.

Represent the County on appeals as assigned to the Minnesota Appellate Court, the Minnesota Supreme Court or other similar representation.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Provide information to law enforcement questions outside of normal office hours as needed. Answers phone and takes messages.

Prepares subpoenas and miscellaneous documents.

Copies video and audiotapes as needed.

Directs and screens inquiries from the general public.

Attends continuing legal education courses to keep license to practice law current.

**ESSENTIAL TRAINING AND EXPERIENCE REQUIRED TO PERFORM FUNCTIONS:**

Juris Doctorate required. Minimum of one-year experience as an Attorney; or any equivalent combination of education, training, and a minimum of one-year experience as an attorney or equivalent combination of education, training and experience which provides the requisite knowledge, skill and abilities for this position, preferred.

Must pass the Minnesota State Bar Exam and remain certified throughout employment.

Requires research of new legislation each and every year in all aspects of the County Attorney responsibilities and changes statutes in many areas, including criminal, juvenile, family law, extradition, and all others areas of practice.

**MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

**Physical Requirements:**

Must be physically able to operate a variety of automated office machines and equipment, including, but not limited to: computer, typewriter, facsimile machine, copier, and telephone. Must be able to move or carry job-related objects or materials. Must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc.

Work is normally performed in an office environment. Physical demand requirements are at levels of those for sedentary or office environment work. Headaches, eye strain, carpal tunnel, and related occupational hazards associated with computer work reflect most common potential for injury.

**Language Ability:**

Requires the ability to communicate with people to convey or exchange professional information.

**Accountabilities Shared by All Employees**

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.