

Cache County

Job Description



Title:	Deputy County Attorney/Prosecuting Attorney I	Code:
Division:	Administration	Effective Date: 8/08
Department:	County Attorney	Last Revised: 2/17

GENERAL PURPOSE

Performs variety of entry level professional legal duties as required to expedite the efficient and effective prosecution of criminal cases within the county.

SUPERVISION RECEIVED

Works under general supervision from the County Attorney, or designee, on a case-by-case basis.

SUPERVISION EXERCISED

Provides close to general supervision to Legal Assistants on a project-by-project basis.

ESSENTIAL FUNCTIONS

Criminal/Prosecution: Reviews law enforcement crime reports related; determines nature and quality of the case and decides whether charges should be filed; follows established procedures in preparing and processing the bringing of charges and pursuing legal penalties; assumes responsibility for various areas of specialization including asset forfeitures, drug related crimes and drug court, drug task force operations, crimes against women and children, homicides, etc.

May prosecute felonies and misdemeanors in justice, juvenile and district courts; receives case reports, examines evidence, performs preliminary review to assure standing; determines charges and pursuit of prosecution; monitors case progress to assure efficient and effective processing and litigation.

Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence, prepares jury instructions; delivers the plaintiff's or the county's or the city's case in criminal proceedings; attends and participates in all hearings and trials set by a judge in assigned cases; attends and represents the State at bail hearings, recommends bail, negotiates bail with defense attorneys; negotiates plea offerings; attends sentencing hearings and makes recommendations for sentence.

Prepares writs, subpoenas, warrants, petitions, affidavits, and other legal documents; may assist county attorney in advising county officials on legal matters; submits regular reports, written or verbal to apprise county attorney of status of assigned cases; utilizes clerical support staff to coordinate the preparation of necessary documentation as needed to expedite law enforcement efforts, such as search warrants and affidavits, etc.; reviews documentation and authorizes filings with the court.

Prepares and litigates cases arising out of criminal activities; interviews victims, witnesses and law enforcement officers; determines, prepares and approves appropriate charges to be brought against accused persons or organizations.

May investigate and give opinion as to the validity of claims against the county; negotiates with persons in the private sector on legal issues pertaining to county government; provides legal advice to law enforcement agencies within the county as requested; investigates unattended

HR Use Only		
Position Status: Merit	FLSA Status: Exempt	Worker's Compensation: County Employee
Safety Sensitive: No	Public Safety: No	DOT: No

deaths.

May perform research and prepare opinions of various legal problems of the county and issues in criminal cases being prosecuted.

Provides general assistance to the public regarding various aspects of the law, legal rights, victim remedies and related legal processes; provides advice consistent with the purposes and authority of the office of county attorney.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited law school with a Juris Doctorate Degree;

AND

B. Incumbent must be licensed to practice law in the State of Utah (member of Utah State Bar, in good standing) or prepared to pass the bar within 12 months of hiring; desire some applicable experience

2. Required Knowledge, Skills, and Abilities:

Some knowledge of advocacy techniques; principles of law and their application; criminal trial procedures and the rules of evidence; Utah Code and local ordinances and how they apply to county government operations; case law related to a variety of county government subjects and criminal prosecution; principles, practices and methods used in legal research.

Ability to conduct the prosecution of criminal cases assigned; ability to present statements of fact, law and argument intelligently and logically; ability to gather and evaluate information obtained through research, investigations and interrogations; apply legal principles and knowledge to individual cases and problems; ability to analyze and evaluate facts and evidence and to apply them to individual cases and problems; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.

3. Special Requirements:

Incumbent must be licensed to practice law in the State of Utah (member of Utah State Bar, in good standing) or prepared to pass the bar within 12 months of hiring; desire some applicable experience.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Periodic travel required in normal course of job performance.

5. Other:

The successful candidate must successfully complete a background check.

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Position Status: Merit	FLSA Status: Exempt	Worker's Compensation: County Employee
Safety Sensitive: No	Public Safety: No	DOT: No

Cache County

Job Description



Title:	Deputy County Attorney/Prosecuting Attorney II	Code:
Division:	Administration	Effective Date: 8/08
Department:	County Attorney	Last Revised: 02/17

GENERAL PURPOSE

Performs variety of **working level professional legal duties** as required to expedite the efficient and effective prosecution of criminal cases within the county.

SUPERVISION RECEIVED

Works under general supervision of the County Attorney, Chief Deputy County Attorney, and Chief Prosecuting Attorney on a case-by-case basis.

SUPERVISION EXERCISED

Provides close to general supervision to Legal Assistants on a project-by-project basis. May, as directed, oversee work and make work assignments for lower-level attorneys.

ESSENTIAL FUNCTIONS

Criminal/Prosecution: Reviews law enforcement crime reports related; determines nature and quality of the case and decides whether charges should be filed; follows established procedures in preparing and processing the bringing of charges and pursuing legal penalties; assumes responsibility for various areas of specialization including asset forfeitures, drug-related crimes and drug court, drug task force operations, crimes against women and children, homicides, etc.

Prosecutes felonies and misdemeanors in justice, juvenile and district courts; receives case reports, examines evidence, performs preliminary review to assure standing; determines charges and pursuit of prosecution; monitors case progress to assure efficient and effective processing and litigation.

Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence, prepares jury instructions; delivers the plaintiff's or county's case in criminal proceedings; attends and participates in arraignments, sentencing and preliminary hearings; attends and represents the State at bail hearings, recommends bail, negotiates bail with defense attorneys; negotiates plea offerings; attends sentencing hearings and makes recommendations for sentence.

Prepares writs, subpoenas, warrants, petitions, affidavits, and other legal documents; may assist county attorney in advising county officials on legal matters; submits regular reports, written or verbal to apprise county attorney of status of assigned cases; utilizes clerical support staff to coordinate the preparation of necessary documentation as needed to expedite law enforcement efforts, such as search warrants and affidavits, etc.; reviews documentation and authorizes filings with the court.

Prepares and litigates cases arising out of criminal activities; interviews victims, witnesses and law enforcement officers; determines, prepares and approves appropriate charges to be brought against accused persons or organizations.

Investigates and gives opinion as to the validity of claims against the county; negotiates with persons in the private sector on legal issues pertaining to county government; provides legal advice to law enforcement agencies within the county as requested; investigates unattended deaths.

Performs research and prepares opinions of various legal problems of the county and issues in criminal cases being prosecuted.

Provides general assistance to the public regarding various aspects of the law, legal rights, victim remedies and related legal processes; provides advice consistent with the purposes and authority of the office of county attorney.

Performs related duties as required.

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Safety Sensitive: No	Public Safety: No	DOT: No

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited law school with a Juris Doctorate Degree;

AND

B. One (1) or two (2) years of experience as a practicing attorney;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of advocacy techniques; principles of law and their application; criminal trial procedures and the rules of evidence; Utah Code and local ordinances and how they apply to county government operations; case law related to a variety of county government subjects and criminal prosecution; principles, practices and methods used in legal research.

Ability to conduct the prosecution of criminal cases assigned; ability present statements of fact, law and argument intelligently and logically; ability to gather and evaluate information obtained through research, investigations and interrogations; apply legal principles and knowledge to individual cases and problems; ability to analyze and evaluate facts and evidence and to apply them to individual cases and problems; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.

3. Special Requirements:

Must be licensed to practice law in the State of Utah (member of Utah State Bar, in good standing).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Periodic travel required in normal course of job performance.

5. Other:

The successful candidate must successfully complete a background check.

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Safety Sensitive: No	Public Safety: No	DOT: No

Cache County

Job Description



Title:	Deputy County Attorney/Prosecuting Attorney III	Code:
Division:	Administration	Effective Date: 08/08
Department:	County Attorney	Last Revised: 02/17

GENERAL PURPOSE

Performs variety of full performance level professional legal duties as required to expedite the efficient and effective prosecution of criminal cases within the county.

SUPERVISION RECEIVED

Works under general supervision of the County Attorney, Chief Deputy County Attorney, and Chief Prosecuting Attorney on a case-by-case basis.

SUPERVISION EXERCISED

Provides close to general supervision to Legal Assistants on a project-by-project basis. May, as directed, oversee work and make work assignments for lower level attorneys.

ESSENTIAL FUNCTIONS

Criminal/Prosecution: Reviews law enforcement crime reports related; determines nature and quality of the case and decides whether charges should be filed; follows established procedures in preparing and processing the bringing of charges and pursuing legal penalties; assumes responsibility for various areas of specialization including asset forfeitures, drug related crimes and drug court, drug task force operations, crimes against women and children (VAWAC), homicides, etc.

Prosecutes felonies and misdemeanors in justice, juvenile and district courts; receives case reports, examines evidence, performs preliminary review to assure standing; determines charges and pursuit of prosecution; monitors case progress to assure efficient and effective processing and litigation.

Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence, prepares jury instructions; delivers the plaintiff's or county's case in criminal proceedings; attends and participates in arraignments, sentencing and preliminary hearings; attends and represents the State at bail hearings, recommends bail, negotiates bail with defense attorneys; negotiates plea offerings; attends sentencing hearings and makes recommendations for sentence.

Prepares writs, subpoenas, warrants, petitions, affidavits, and other legal documents; may assist county attorney in advising county officials on legal matters; submits regular reports, written or verbal to apprise county attorney of status of assigned cases; utilizes clerical support staff to coordinate the preparation of necessary documentation as needed to expedite law enforcement efforts, such as search warrants and affidavits, etc.; reviews documentation and authorizes filings with the court.

Prepares and litigates cases arising out of criminal activities; interviews victims, witnesses and law enforcement officers; determines, prepares and approves appropriate charges to be brought against accused persons or organizations.

Investigates and gives opinion as to the validity of claims against the county; negotiates with persons

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in the private sector on legal issues pertaining to county government; provides legal advice to law enforcement agencies within the county as requested; investigates unattended deaths.

Performs research and prepares opinions of various legal problems of the county and issues in criminal cases being prosecuted.

Provides general assistance to the public regarding various aspects of the law, legal rights, victim remedies and related legal processes; provides advice consistent with the purposes and authority of the office of county attorney.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from an accredited law school with a Juris Doctorate Degree;
AND
 - B. Three (3) to five (5) years of experience as a practicing attorney;
OR
 - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of advocacy techniques; principles of law and their application; criminal trial procedures and the rules of evidence; Utah Code and local ordinances and how they apply to county government operations; case law related to a variety of county government subjects and criminal prosecution; principles, practices and methods used in legal research.

Ability to conduct the prosecution of criminal cases assigned; ability present statements of fact, law and argument intelligently and logically; ability to gather and evaluate information obtained through research, investigations and interrogations; apply legal principles and knowledge to individual cases and problems; ability to analyze and evaluate facts and evidence and to apply them to individual cases and problems; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.

3. Special Requirements:

Must be licensed to practice law in the State of Utah (member of Utah State Bar, in good standing).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Periodic travel required in normal course of job performance.

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5. **Other:**
The successful candidate must successfully complete a background check.

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Safety Sensitive: No	Public Safety: No	DOT: No

Cache County

Job Description



Title:	Deputy County Attorney/Prosecuting Attorney IV	Code:
Division:	Administration	Effective Date: 8/08
Department:	County Attorney	Last Revised: 02/17

GENERAL PURPOSE

Performs variety of advanced level professional legal duties as required to expedite the efficient and effective prosecution of criminal cases within the county.

SUPERVISION RECEIVED

Works under general supervision of the County Attorney, Chief Deputy County Attorney, and Chief Prosecuting Attorney on a case-by-case basis.

SUPERVISION EXERCISED

Provides close to general supervision to Legal Assistants on a project-by-project basis. May provide close to general supervision to lower level attorneys.

ESSENTIAL FUNCTIONS

Criminal/Prosecution:

Reviews law enforcement crime reports related; determines nature and quality of the case and decides whether charges should be filed; follows established procedures in preparing and processing the bringing of charges and pursuing legal penalties; assumes responsibility for various areas of specialization including asset forfeitures, drug related crimes and drug court, drug task force operations, crimes against women and children (VAWAC), homicides, etc.

Prosecutes felonies and misdemeanors in justice, juvenile and district courts; receives case reports, examines evidence, performs preliminary review to assure standing; determines charges and pursuit of prosecution; monitors case progress to assure efficient and effective processing and litigation.

Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence, prepares jury instructions; delivers the plaintiff's or county's case in criminal proceedings; attends and participates in arraignments, sentencing and preliminary hearings; attends and represents the State at bail hearings, recommends bail, negotiates bail with defense attorneys; negotiates plea offerings; attends sentencing hearings and makes recommendations for sentence.

Prepares writs, subpoenas, warrants, petitions, affidavits, and other legal documents; may assist county attorney in advising county officials on legal matters; submits regular reports, written or verbal to apprise county attorney of status of assigned cases; utilizes clerical support staff to coordinate the preparation of necessary documentation as needed to expedite law enforcement efforts, such as search warrants and affidavits, etc.; reviews documentation and authorizes filings with the court.

Prepares and litigates cases arising out of criminal activities; interviews victims, witnesses and law enforcement officers; determines, prepares and approves appropriate charges to be brought against accused persons or organizations.

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Investigates and gives opinion as to the validity of claims against the county; negotiates with persons in the private sector on legal issues pertaining to county government; provides legal advice to law enforcement agencies within the county as requested; investigates unattended deaths.

Performs research and prepares opinions of various legal problems of the county and issues in criminal cases being prosecuted.

Provides general assistance to the public regarding various aspects of the law, legal rights, victim remedies and related legal processes; provides advice consistent with the purposes and authority of the office of county attorney.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited law school with a Juris Doctorate Degree;
AND
- B. Six (6) to eight (8) years of experience as a practicing attorney;
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of advocacy techniques; principles of law and their application; criminal trial procedures and the rules of evidence; Utah Code and local ordinances and how they apply to county government operations; case law related to a variety of county government subjects and criminal prosecution; principles, practices and methods used in legal research.

Ability to conduct the prosecution of criminal cases assigned; ability present statements of fact, law and argument intelligently and logically; ability to gather and evaluate information obtained through research, investigations and interrogations; apply legal principles and knowledge to individual cases and problems; ability to analyze and evaluate facts and evidence and to apply them to individual cases and problems; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.

3. Special Requirements:

Must be licensed to practice law in the State of Utah (member of Utah State Bar, in good standing).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

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Periodic travel required in normal course of job performance.

5. Other:
The successful candidate must successfully complete a background check.

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