***Cache County***

**Job Description**

**Title:** Deputy County Attorney/Civil I **Code:**

**Division:** Civil **Effective Date:**  8/08

**Department:** County Attorney  **Last Revised:**  02/17

GENERAL PURPOSE

Performs a variety of entry level professional legal duties as required to litigate civil cases brought against and by the County; provide legal advice to County departments; may be required to assist in criminal prosecutions at the direction of the County Attorney.

SUPERVISION RECEIVED

Works under general supervision of the County Attorney, or the County Attorney’s designee.

SUPERVISION EXERCISED

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

ESSENTIAL FUNCTIONS

**Civil**

May perform a variety of legal and technical duties related to civil law as required by statutes established by the State of Utah and Cache County; this may include, among other things, to prepare and litigate actions arising out of civil activities; interview witnesses; recommend appropriate action to be taken on pending and potential civil litigation; assigned as representative council to selected county departments to advise elected and department heads on legal issues; review civil contracts making recommendations that will protect the interests of Cache County; maybe called upon to advise county departments of risk management efforts; as needed, assigned to provide council on county projects and other affairs/events; maybe assigned to assist in advising Planning Commission, board of adjustments, and county council on legal matters brought before them.

May investigate and give opinions as to the validity of claims against the county; negotiates with persons in the private sector on legal issues pertaining to county government.

Prepares writs, subpoenas, warrants, petitions, affidavits, and other legal documents; 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.

**Criminal/Prosecution**:

May be required to assist with criminal prosecution as needed, including screening cases to determine the nature and quality of the case and deciding whether charges should be filed; following established procedures in preparing and bringing of charges and pursuing legal penalties; assuming responsibility for various areas of specialization including asset forfeitures.

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

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Perform other related prosecutorial duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

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

AND

B. Licensed to practice law in the State of Utah (member of Utah State Bar, in good standing) or eligible for admission by motion, UBE score transfer, or prepared to pass the next scheduled Utah Bar Exam after the date of hiring;

AND

C. Legal work experience related to representing municipal, county, or agencies, judicial internships or clerkships, or work within a civil law firm, preferably related to land use or employment law. For the position of a Civil Attorney I, legal internships or clerkships may count towards legal work experience.

2. Required Knowledge, Skills, and Abilities:

Knowledge of advocacy techniques; principles of law and their application; civil and criminal trial procedure 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, civil litigation and criminal prosecution; principles, practices and methods used in legal research.

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

3. Special Requirements:

This position requires a license to practice law in the State of Utah (member of Utah State Bar, in good standing) or eligibility to be admitted by motion, UBE score transfer, or prepared to pass the next scheduled Utah Bar Exam after the date of hiring.

4. Work Environment:

Thisposition performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Work tasks require common eye, hand, and finger dexterity. Mental tasks require memory for details, the ability to follow verbal instructions, emotional stability, critical thinking and creative problem solving skills. Periodic travel required in the normal course of job performance.

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