



OLMSTED COUNTY

invites applications for the position of:

Assistant/Associate County Attorney - Criminal

An Equal Opportunity Employer

SALARY: \$28.00(Assistant Min.)-\$51.77(Associate Max.) Hourly

HOURS OF WORK: Monday-Friday, 8:00am-5:00pm

DEPARTMENT: County Attorney

UNION: AFSCME

OPENING DATE: 8/22/2018

CLOSING DATE: 9/10/2018

**MINIMUM
QUALIFICATIONS
OF EDUCATION**

Candidates may be considered at either the Assistant Attorney or Associate Attorney level based on experience requirements.

**AND
EXPERIENCE:**

Assistant Attorney (\$28.00-\$44.81)

Graduation from an accredited college of law and admittance to practice law in the State of Minnesota or will be licensed within six (6) months of hire

Associate Attorney (\$33.11-\$51.77)

Graduation from an accredited college of law and admittance to practice law in the State of Minnesota and have a minimum of three (3) years of experience as a practicing public sector attorney or seven (7) years of private practice

Desirable Qualifications include experience in state or local government and the ability to speak a second language, in addition to English, that has a recognized presence in the community, such as Spanish or Somali.

Regular and reliable attendance is a necessary component of job/position. Individuals required to use County vehicles and equipment must have a valid Minnesota driver's license and be free of any major traffic violations for the last three (3) years.

**NATURE OF
WORK:**

Under general supervision of the County Attorney, performs professional legal work in the County Attorney's Office. Work involves the preparation and presentation of cases brought in the courts and the preparation of related briefs, findings and legal instruments and provision of legal counsel to departments. Depending on qualifications and experience, Assistant, Associate or Senior Attorney prepares and presents more complex and difficult criminal cases on behalf of the county.

**EXAMPLES OF
WORK:**

- Interviews and advises complainants and witnesses regarding prospective criminal or administrative actions
- Prosecutes a variety of cases in the courts

- Confers with and advises County and other officers, employees and representatives on legal questions pertaining to their respective powers, duties and obligations
- Investigates, prepares for trial and tries felony and misdemeanor cases; negotiates pleas
- Conducts legal research and prepares legal briefs and opinions.
- Interviews witnesses, prepares and files complaints, and represents the public at hearings and trials
- Performs related work such as preparing petitions and legal instruments, complaints, reports and correspondence

**KNOWLEDGE,
SKILLS AND
ABILITIES
REQUIRED:**

- Knowledge of the principles of both criminal and civil law and their application
- Knowledge of legal research methods
- Knowledge of the Minnesota and United States Constitution
- Knowledge of trial procedure and the rules of evidence
- Knowledge of administrative law
- Ability to analyze and apply legal principles, facts, evidence and precedents to legal problems
- Ability to present statements of law, facts and arguments clearly, logically and forcefully, both in written and verbal form
- Ability to work effectively with others

****In compliance w/ the Americans with Disabilities Act the following represents the Physical/Environmental Demands:** This position requires a majority of time (up to 75%) spent in a seated position. Some standing or walking is required and objects of no more than ten (10) pounds need to be lifted. Excellent sensory skills are important (sight, hearing and speech) as well as ability to communicate effectively. No adverse working conditions. ***Persons with disabilities:** the above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.olmstedcounty.com>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

151 4th Street SE

Rochester, MN 55904-3710

507-328-7702

sinn.eric@co.olmsted.mn.us

Job #SW 09-10-2018 ES

Assistant/Associate Attorney

ES

Location: Government Center

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