



McKENZIE COUNTY

CLASS SPECIFICATION TITLE: Assistant State's Attorney

BAND	GRADE	SUBGRADE	FLSA STATUS
D	6	2	Exempt
CLASS SUMMARY: This class is responsible for duties associated with various legal functions of the County such as conducting lawsuits, case litigation, gathering evidence, and trial strategy.			

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE-QUENCY	BAND/ GRADE
1.	Responsible for gathering and managing evidence in civil, criminal, juvenile, and traffic cases. Presenting information in court to prosecute or defend actions.	Daily 50%	C4
2.	Advise law enforcement officers, prepare and present warrant applications, and conduct probable cause hearings.	Daily 20%	C4
3.	Conduct legal research and prepare legal correspondence, pleadings, briefs, and opinions.	Daily 10%	C4
5.	Advise elected and appointed officials and county employees as to their legal rights, represent County agencies in legal proceedings.	Weekly 15%	D6
8.	Meets regularly with and works extensively with a variety of Government, Social Service, and Law Enforcement organizations and special committees.	Daily 5%	D6
9.	Performs other duties of a similar nature or level.	As Required	N/B

TRAINING AND EXPERIENCE: (positions in this class typically require):
 Juris Doctorate and one (1) year of experience in criminal litigation and two (2) years of experience in active law practice; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS: (positions in this class typically require):

- License to practice law in North Dakota

KNOWLEDGE (position requirements at entry):
 Knowledge of:

- Applicable Federal, State, and local laws, rules, and regulations;
- County government operations and related North Dakota Statutes;
- Judicial and administrative procedures and rules of evidence;
- Previous experience prosecuting or defending criminal cases is strongly preferred
- Computers and related software applications.



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SKILLS (position requirements at entry):

Skill in:

- Applying Federal, State, and local laws, rules, and regulations;
- Advising County Board, departments, and employees on legal matters;
- Conducting legal research;
- Preparing legal documents, presenting legal arguments in support of legal positions;
- Analyzing facts, evidence, and legal instruments;
- Analyzing legal problems and rendering formal opinions;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subject to travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.