



**Employee Relations Division**  
 Carver County Government Center  
 Administration Building  
 600 East Fourth Street  
 Chaska, MN 55318-2102

**CARVER COUNTY**  
 invites applications for the position of:  
**Assistant County  
 Attorney II**

**OPENING DATE:** 06/06/17  
**CLOSING DATE:** 06/19/17 04:30 PM  
**SALARY:** \$28.39 - \$42.39 Hourly  
 \$59,051.20 - \$88,171.20 Annually  
**JOB TYPE:** Full-Time  
**LOCATION:** Chaska Government Center  
**DEPARTMENT/OFFICE:** Attorney's Office  
**FLSA:** Exempt

**JOB SUMMARY:**

Under the direction of the Division Manager, the Assistant County Attorney II is responsible for providing legal services and representing the County, State or local municipalities in a wide variety of civil, criminal or juvenile matters. Duties include providing legal advice and training to county divisions/employees/officials; conducting legal research; evaluating, preparing, and presenting cases in legal proceedings including motions, hearings, trials and appeals; and preparing and drafting legal documents.

This classification represents the second level in a three level Assistant County Attorney classification series. The classification of Assistant County Attorney II differs from Assistant County Attorney I in that it represents the "mid-level" within the occupational/classification series. Persons assigned to the Assistant County Attorney II position are more experienced and expected to perform more of the full range of duties and responsibilities associated with the occupation. Duties, responsibilities, and cases assigned tend to be more complex and involved than are assigned to the Assistant County Attorney I and the cases are performed under less technical supervision and direction than Assistant County Attorney I.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Reviews cases and legal information to determine appropriate legal actions on behalf of the County, State or municipality.
- Represents the County, State or municipalities in court proceedings, legal proceedings or administrative hearings including all criminal, civil or juvenile proceedings as assigned.
- Drafts and prepares various legal documents including letters, stipulations, affidavits, briefs, complaints, legal memoranda or other documents necessary in pending legal actions.
- Advise and train county divisions, employees and other agencies (e.g., law enforcement) on matters of law or significant legal issues or trends that impact operations and procedures. Respond to general questions of the public concerning legal issues.
- Drafts appellate briefs and appears at subsequent presentation of arguments before the higher courts. Provides research, writing and trial support for the County Attorney or other legal staff, as assigned.
- Performs other duties of a comparable type and level, as assigned.

**MINIMUM QUALIFICATIONS:**

- Juris Doctoral degree in law from an accredited law school; and
- Two (2) years of experience as an Assistant County Attorney or equivalent experience as a practicing attorney; and
- A valid Minnesota Driver's License or evidence of mobility; and
- A valid license to practice law in the State of MN

**SCORED EXAMINATION PROCESS:**

All applications will be screened for minimum qualifications, scored and ranked. The highest ranked candidates meeting minimum qualifications will be recommended for the scored oral

examination (interview) and any required performance/ability tests required to demonstrate proficiency for the position. Final selection for the position will include successful completion of oral interviews and a background investigation.

Applications must be received in Employee Relations no later than 4:30 p.m. on the closing date. Resumes may be included, but will not be accepted in lieu of a completed application.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.carver.mn.us/employment>

OUR OFFICE IS LOCATED AT:

600 East 4th Street

Chaska, MN 55318

952-361-1525

Fax: 952-361-1536

[employeerelations@co.carver.mn.us](mailto:employeerelations@co.carver.mn.us)

An Equal Opportunity Employer

Job #01153

ASSISTANT COUNTY ATTORNEY II

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### Assistant County Attorney II Supplemental Questionnaire

- \* 1. Do you have a Juris Doctoral Degree from an Accredited Law School?
  - Yes
  - No
- \* 2. Are you licensed to practice law in the State of Minnesota?
  - Yes
  - No
- \* 3. Do you have a valid Minnesota Driver's License or evidence of mobility?
  - Yes
  - No
- \* 4. How many years of experience do you have as an Assistant County Attorney or as an Attorney in an equivalent setting?
  - Less than 6 months
  - More than 6 months, less than two years
  - Two years, less than four years
  - More than four years of experience
- \* 5. How many years of work experience do you have as a practicing attorney in a city or county attorney's office where a civil caseload comprised at least 50% of your casework?
  - Less than 6 months
  - More than 6 months, less than two years
  - Two years, less than four years
  - Four years or more of experience
- \* 6. How many years of work experience do you have as a practicing attorney in private practice where a civil caseload comprised at least 50% of your casework?
  - Less than 6 months
  - More than 6 months, less than two years
  - More than two years, less than four years
  - More than four years
- \* 7. How many years of work experience do you have representing a party in an administrative hearing process?
  - Less than one year
  - More than one year, less than three years
  - More than three years
- \* 8. How many years of work experience do you have representing a party in family court or probate court?

- Less than one year
  - More than one year, less than two years
  - More than two years of experience
- \* 9. How many years of work experience do you have as a paid practicing attorney in private practice where civil litigation comprised at least 25% of your work?
- Less than one year
  - More than one year, less than two years
  - More than two years
- \* 10. Have you tried any type of case to a jury verdict?
- 1-2 Jury Trials
  - More than 3 Jury Trials
- \* 11. Have you authored or argued any appellate briefs to the Minnesota Court of Appeals?
- One Appellate Case
  - Two or more Appellate Cases
- \* Required Question