

County Administrator

Our mission is to deliver quality public services to the citizens in an effective, professional and efficient manner.

PO Box 3000, 303 Minnesota Avenue, Walker, MN 56484-3000

Phone: 218-547-7419 Facsimile: 218-547-7455 TDD: 218-547-1424

E-Mail: josh.stevenson@co.cass.mn.us Web site: www.co.cass.mn.us



JOB OPENING **Assistant County Attorney** **Cass County Attorney's Office**

Employer: Cass County, Minnesota. Classification: Exempt; Grade 40, Step1-10. Location of Job Site: Cass County Attorney's Office, 303 Minnesota Avenue West, Walker, MN 56484. Hours Weekly: 40 hours. Salary Range: \$5,753.00 - \$7,505.00/Monthly - DOQ plus Fringe Benefits. For General Application Forms and Job Description contact: Linda Husby, Administrative Secretary, Cass County Administrator's Office, PO Box 3000, Walker, MN 56484-3000. Phone: (218) 547-7419, Email: linda.husby@co.cass.mn.us or Cass County Website: www.co.cass.mn.us Applicants must submit a resume and must complete a Cass County Employment (General) Application. Qualifications: Must have a degree from an accredited law school and be currently licensed as a practicing attorney in the State of Minnesota in good standing. Must have typing and computer skills sufficient to prepare and eCharge criminal complaints and must have a working knowledge of or ability to learn eFiling/eService programs of the District and Appellate Courts. Closing Date: Monday, December 11, 2017, 4:30 p.m.

A complete job description is available upon request from the office of the County Administrator. Applicants may call or write to request reasonable accommodation to complete the job application or attend an interview.

AN EQUAL OPPORTUNITY EMPLOYER

Date: November 22, 2017

**CASS COUNTY, MINNESOTA
POSITION DESCRIPTION**

Name:	Department: County Attorney
Position Title: Assistant County Attorney	FLSA: Exempt.
Grade: 40	Supervisor: County Attorney

PURPOSE OF POSITION:

To assist the County Attorney in the preparation and the presentation of cases in District Court for civil or criminal prosecution, and to act in a legal advisory capacity to various County officials as assigned.

WORK PERFORMED/JOB FUNCTIONS:

Responsible for various aspects of criminal prosecution including: working with victims and witnesses; preparation of criminal complaints and eCharging cases; conducting legal research and preparing briefs and Memoranda; conducting Court/Jury trials and engaging in plea negotiations; preparing sentence and disposition recommendations; handling appearances in District Court; developing work priorities and assisting the County Attorney in developing and executing department policies; and providing advice to individual County employees and County Departments regarding the conducting of County business as directed by the County Attorney. Performs confidential/professional duties and responsibilities in accordance with office and County requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires a high degree of ability to effectively and efficiently communicate, both orally and in written form. Must have thorough knowledge of applicable local, State, and Federal regulations and laws. Must be able to organize case load in an efficient and effective manner. Must be able to make independent judgements and act accordingly. Must have typing and computer skills sufficient to prepare and eCharge criminal complaints and must have a working knowledge of or ability to learn eFiling/eService programs for the District and Appellate Courts.

Should be able to establish a working relationship with judicial officers, County Board members, department heads and other County personnel.

MINIMUM TRAINING, EXPERIENCE OR CERTIFICATIONS:

Must have a degree from an accredited law school and be currently licensed as a practicing attorney in the State of Minnesota in good standing.