

DAKOTA COUNTY
Employee Relations
Administration Center, 1590 Highway 55
Hastings, MN 55033-2372
651.438.4435

<http://www.dakotacounty.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Attorney III/IV**

An Equal Opportunity Employer

OPEN DATE: September 22, 2016

CLOSE DATE: October 14, 2016

POSITION

ATTORNEY III/IV - Job #

POSTING TYPE: Open Competitive

DEPARTMENT: County Attorney

HOURS: Full-time

LOCATION: Hastings

UNION: Dakota County Attorney Employees' Association

CLOSE DATE: 4:30 p.m. on the close date of Friday, October 14, 2016

SALARY RANGE: The Attorney level at which the offer is extended is based on the candidate's relevant years of experience.

*** Attorney III - \$79,737 - \$124,539 ***

*** Attorney IV - \$89,305 - \$139,539 ***

This position is assigned to handle the prosecution of Criminal cases and other responsibilities as determined by the County Attorney.

MINIMUM QUALIFICATIONS

- Juris Doctorate Degree from an accredited law school;

AND

- Licensed to practice law in the State of Minnesota by the date of hire;

AND

- **At least five years of full-time equivalent CRIMINAL trial and/or CRIMINAL appellate experience as a licensed attorney is required.**

The minimum qualifications listed above are written at the Attorney III level. You must meet these minimum requirements in order to continue in the recruitment and selection process.

DUTIES & RESPONSIBILITIES

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.

1. Provide advice to law enforcement personnel, child protection workers, adult protection workers, and others regarding their legal authority, responsibilities, and potential liabilities associated with the investigation of criminal activity.

2. Review investigative reports pertaining to criminal activity to determine the appropriateness of a criminal prosecution.
3. Comply with Dakota County Attorney charging and disposition guidelines for the charging and resolution of matters referred to the office for prosecution.
4. Draft complaints, petitions, warrants, motions, memoranda, findings, orders, stipulations, appellate briefs, and post-conviction memoranda in support of an investigation of criminal activity and related prosecution(s).
5. Prepare assigned cases for contested hearings, trials or appellate arguments.
6. Meet with victims and/or witnesses of criminal activity for the purposes of explaining law, court rules, court procedures, evidentiary rules, and case dispositions.
7. Represent the State of Minnesota and Dakota County in various state and federal courts at pretrial, trial, sentencing, appellate hearings, and post-conviction proceedings related to the prosecution of criminal activity.
8. Provide training for law enforcement agencies, social workers and others regarding applicable developments in the law.
9. Attend staff and other required meetings.
10. Perform other duties as assigned by the Criminal Division Head, Chief Deputy, or County Attorney.

ESSENTIAL JOB FUNCTIONS: Duties 1-10 are essential functions.

KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT

- Sufficient knowledge of state and federal constitutional law, statutes, and court rules to effectively and efficiently prosecute criminal activity with minimal guidance and supervision.
- Knowledge of the applicable Rules of Professional Responsibility.
- Ability to analyze facts in light of applicable laws and evidentiary rules.
- Excellent verbal and written communication skills.
- Ability to plan, organize and present a case.
- Competency in utilizing computers, software and Internet resources to perform essential job duties.

WORK ENVIRONMENT: Work is performed within a County office building. Lifting requirement of up to 20 pounds on an occasional basis. Equipment used may include, but is not limited to, telephone, computer, printer, scanner, copy and fax machine.

SELECTION PROCESS: The examination/selection process for this classification will consist of a rating of your training and experience from the application materials submitted. The top scoring candidates will be forwarded to the hiring department for further consideration.

Dakota County Employee Relations
www.co.dakota.mn.us
Main Number 651.438.4435
(contact 8 a.m. - 4:30 p.m. Monday - Friday)

Assistant County Attorney III/IV Supplemental Questionnaire

* 1. Please initial the box below to CONFIRM that you understand that applicants for this recruitment will be rated based on their answers to the supplemental questions listed below. It is important that information provided on the application support and/or match answers to the supplemental questions.

2. Do you have a Juris Doctorate Degree from an accredited law school?

Answer: Yes/no

3. Are you currently licensed to practice law in the State of MN?

Answer: Yes/No/No, but will be by closing date

4. Do you have a minimum of 5 years of full-time equivalent criminal trial and/or criminal appellate experience as a licensed attorney?

Answer: Yes/No – does not meet minimum qualifications

* 5. How many years of full-time equivalent criminal trial and/or criminal appellate experience do you have as a licensed attorney? *Convert any part-time experience to full years (i.e. 20 hours week for 2 years equals 1 year full time). Do not round up years of experience (i.e. 2 yrs. 9 mos. would equal 2 years). Apply this formula to all questions regarding number of years of full-time equivalent experience.*

- 10 or more years
- 8 or more years
- 5 or more years
- 2 or more years
- Less than 2 years
- No relevant experience

* Describe your criminal trial and/or criminal appellate experience below that supports your response to question 5 above. If you have no experience, write "none."

* 6. Which option best describes your criminal trial work experience?

- 20 or more felony jury trials through verdict
- 10 or more felony jury trials through verdict.
- 5 or more felony jury trials through verdict.

- Less than 5 felony jury trials through verdict
- No felony jury trial experience

* Describe your experience below that supports your response to question 6 above. If you have no experience, write "none."

* 7. Which option best describes your criminal appellate work experience?

- 20 or more criminal appeals
- 10 or more criminal appeals.
- 5 or more criminal appeals.
- Less than 5 criminal appeals.
- No criminal appellate experience

Describe your experience below that supports your response to question 7 above. If you have no experience, write "none."

* 8. How many years of **full-time equivalent experience in a City, County or District Attorney's Office, Attorney General's Office or other public law office do you have?** *Convert any part-time experience to full years (i.e. 20 hours week for 2 years equals 1 year full time). Do not round up years of experience (i.e. 2 yrs. 9 mos. would equal 2 years). Apply this formula to all questions regarding number of years of full-time equivalent experience.*

- 10 or more years
- 8 or more years
- 5 or more years
- 2 or more years
- Less than 2 years
- No relevant experience

* Describe your experience below that supports your response to question 8 above. If you have no experience, write "none."

9. Which option(s) best describe any additional activities you participated in while in law school?

- Law Review
- Moot Court
- Clinical Programs
- None of the above

* Describe your experience that supports your response to question 9.

10. Which option(s) best describe any law clerk experience you may have had while attending law school.

- Law clerk for at least one academic year averaging 20 or more hours per week.
- Law clerk for at least one academic year averaging 10 or more hours per week.
- Law clerk for at least one academic year averaging less than 10 hours per week.
- Law clerk for less than one academic year.
- No law clerk experience.

* Describe your law clerk experience below that supports your response to question 10 above. If you have no experience, write "none."

* 11. Please initial the box below to CONFIRM that you have reviewed, understand and possess the minimum qualifications for this position.

* 12. Please initial the box below to CONFIRM that the information provided is accurate and true to the best of your knowledge. Falsification may result in disqualification from consideration for this and subsequent recruitments with Dakota County for up to three years.

* Required Question