



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Assistant County Attorney I
Department: County Attorney's Office
Classification: Grade 16
Reports to: County Attorney
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for preparing and presenting criminal and civil cases on behalf of the county. Assists County Attorney in preparing civil and criminal cases and providing legal advice to other County departments.

Communicates with:

Internally – All staff.

Externally – Vendors and public.

Supervision:

N/A

Telecommute:

By Exception

Essential Work Functions:

- Reviews police incident reports and reports from County departments.
- Decides whether a crime has been committed and how law enforcement should respond (e.g. - arrest, citation, search warrant, etc.).
- Assists and advises law enforcement concerning investigations of criminal activity. Decides what level of crime should be charged depending on whether elements can be proven beyond reasonable doubt.
- Assists, advises, and represents County Human Services in child-support matters.
- Assists, advises, and represents County Human Services in commitment and guardianship/conservatorship proceedings.
- Creates and implements legal strategy.
- Researches and argues legal issues.
- Advises County personnel and elected officials regarding civil legal issues involving Highway Department, Environment Services, Recorder's Office, Administration, Assessor's Office, and Public Health.
- Prepares for and appears at all hearings.
- Engages in negotiations with opposing counsel and decides on settlement offers.
- Handles, organizes, and presents all evidence in court proceedings.
- Consults with law enforcement, witnesses, and experts.
- Drafts and files pleadings and proposed orders.
- Communicates effectively with the Court and community partners regarding the case.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires Juris Doctorate degree.

- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Admission to the Minnesota State Bar.
- Valid MN Driver's License.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Understanding of the organization's goals and objectives.
- Excellent written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Demonstrate initiative and excellent problem-solving skill.
- Demonstrate an ability to effectively handle a wide variety of projects and problems in an effective and professional manner.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment			X	
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Light (Up to 25 pounds of force)		X		
Challenging or threatening behaviors				X
Work with high detail/deadlines				X

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____