

**JUAB COUNTY**  
**“An equal opportunity employer”**  
**JOB ANNOUNCEMENT**

This position will be a full-time salaried position (minimum 40 hours per week) and is open to all interested, qualified applicants. Work hours can be from 7:00 a.m. to 6:00 p.m.

**POSITION TITLE:** Deputy County Attorney

**JOB DESCRIPTION:** Under general supervision of the Juab County Attorney, performs duties as assigned. Duties may include prosecuting criminal offenses in District, Justice, and Juvenile Courts; providing legal counsel and advice on matters of civil law.

**ESSENTIAL FUNCTIONS:**

1. Prosecute criminal offenses or allegations in the state and county courts; evaluate strengths and weaknesses of prosecution's case and prepare cases for presentation in court. Represent the County and State at hearings, arraignments, entries of plea, orders to show cause, waiver (roll call) hearings, pretrial conferences, preliminary hearings, trials, sentencing, misdemeanor appeals, post-conviction hearings and any other hearing in the criminal process and attend the same on behalf of other attorneys.
2. Review files, screen police reports, provide legal advice to investigators and law enforcement at crime scenes, and interview law enforcement officers, victims, and witnesses.
3. Evaluate cases under investigation law enforcement agencies regarding the existence, nature, and degree of offenses; consult with law enforcement agencies regarding the charging of offenses and authorize the filing of criminal charges.
4. Consult with, train, and provide legal advice and support to local, state, and federal law enforcement agencies on matters concerning criminal law and investigations.
5. Represent the County and assigned departments in civil litigation in state and federal courts, courts of appeal, and judicial and administrative hearings.
6. Prepare County defense and advise county officials in settlement of claims.
7. Review documents, including contracts, and issue legal opinions for county departments and officials.
8. Represent county and state agencies in enforcement and collection matters when requested.

Compensation to be approximately \$29.18/hr with grade increase to 30.64/hr after six-month probation, as determined by the Juab County Commission; Benefits: medical, dental, vision insurance (County pays full premium), long term disability (County pays full premium), paid time leave, retirement benefits to include Utah Retirement Systems Hybrid Pension Plan.

## **KNOWLEDGE, SKILLS, and ABILITIES**

- Knowledge of litigation proceedings including the Utah Rules of Civil Procedure, Evidence, Criminal Procedure, Juvenile Procedure, Appellate Procedure, and the Criminal Code.
- Knowledge of Utah State Code
- Skilled in litigation and trial advocacy
- Skilled in conducting legal research
- Skilled in legal writing
- Skilled in negotiations
- Ability to communicate effectively both verbally and in writing
- Ability to effectively use case management, presentation, spreadsheet, word processing, and a variety of research software programs

May be required to acquire knowledge of:

- Local government law
- Public financing, bonding, and legislation
- Land use law

**WORK ENVIRONMENT:** Work is typically performed in a professional office environment and requires the use of standard office equipment, including computers. Work can occasionally expose the employee to high-stress situations including contact with others in uncomfortable, confrontational, and emotionally charged circumstances. Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected. The Juab County pays for license renewal and continuing legal education credits, but the application and gaining of licenses and CLE's is the employee's responsibility.

## **REQUIRED QUALIFICATIONS:**

1. Juris Doctor degree from an accredited law school.
2. Valid and current membership in the Utah State Bar Association. The Juab County Attorney's Office will verify currency and validity of membership.
3. A valid driver's license.
4. Selected applicant will be required to submit to a pre-employment drug screen and background check.

**TO APPLY:** Send letter of intent, resume, 5-page writing sample to the Juab County Attorney's Office.

Send or deliver applications to: Juab County Attorney's Office, c/o Kristine Nielsen, 160 North Main Street, Suite 208, Nephi, UT 84648. Application materials must be physically received no later than 5:00 p.m. Friday, December 18, 2020.