



**Lake County
Assistant County Attorney**

BAND	GRADE	SUBGRADE	FLSA STATUS
C	4	4	Exempt

NATURE OF WORK

This position is responsible for providing legal advice, opinions and representing the County in court cases. Responsibilities may include interviewing clients; drafting legal documents; preparing cases for court; providing legal advice to various County staff; representing the County in court; handling appeals; negotiating client contracts; and providing legal training.

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Develops cases by reviewing police reports and criminal investigations; drafts and recommends policies and procedures for law enforcement staff.	Daily 20%	C4
2.	Manages legal cases, which may include: trying cases, selecting juries, arguing motions, writing briefs, arguing cases, and/or performing other related activities.	Daily 25%	C4
3.	Conduct legal activities for various units, divisions and courts, which may include: prosecuting criminal lawsuits; attending court hearings; communicating with victims; negotiating settlements; preparing petitions; conducting legal research; analyzing legal issues; and reviewing rules of appellate procedure.	Daily 20%	C4
4.	Prepares and reviews legal documents.	Daily 15%	C4
5.	Provides general legal guidance to internal staff, department heads, and committees and boards, which includes preparing a variety of legal documents.	Daily 20%	C4
6.	Performs other duties of a similar nature or level.	As Required	N/B

FUNCTIONAL SPECIFIC RESPONSIBILITIES MAY INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

LEVEL OF DECISIONS

Incumbents have appreciable latitude for determining the appropriate actions, decisions, or processes to use due to their professional knowledge and experience. Assignments are broad in nature and incumbents have latitude to determine the methods used to resolve assigned cases.

DIRECTION RECEIVED

Incumbents apply departmental and organizational policies and procedures to specific situations, may adapt standard procedures as necessary to achieve objectives; and work under general supervision.



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DIRECTION PROVIDED

Incumbents may assign/delegate work assignments to support staff; may troubleshoot problems and issues commensurate with relevant experience.

TRAINING AND EXPERIENCE REQUIREMENTS

Juris Doctorate degree; and sufficient experience necessitated by the competency level of the position.

LICENSING REQUIREMENTS

Incumbents in this class typically require:
Admission to the Minnesota State Bar

KNOWLEDGE REQUIREMENTS

- Legal theory;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Caseload management techniques;
- Contract management principles and practices;
- Court procedures;
- Criminal justice system;
- Research methods;
- Legal document preparation techniques;
- Computers and related software applications.

SKILL REQUIREMENTS

- Interpreting and applying applicable laws, rules, and regulations;
- Providing sound legal advice;
- Analyzing complex information;
- Conducting legal research;
- Preparing legal documents;
- Applying legal principles to determinations on individual cases and problems;
- Analyzing, appraising and organizing facts, evidence, and precedents relevant to assigned cases;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sitting most of the time. Walking and standing are required only occasionally.



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CLASSIFICATION HISTORY	
DATE	COMMENT
July, 2017	Draft prepared by GBS (GM)

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.