



# *Logan County*

## *Job Description*

<b>Title:</b>	Assistant County Attorney	<b>Code:</b>	
<b>Division:</b>	Administration	<b>Effective Date:</b>	6/07
<b>Department:</b>	County Attorney	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs **full performance professional duties** as required to expedite the efficient and effective enforcement of child welfare, child support and adult protection laws and regulations. Provides ongoing legal support to the department of Social Services.

### SUPERVISION RECEIVED

Works under the general supervision of the County Attorney.

### SUPERVISION EXERCISED

Provides close to general supervision to Legal Assistant on a project-by-project basis.

### ESSENTIAL FUNCTIONS

Provides legal support to department of social services related to child welfare and support and adult protection; receives project reports, examines evidence, performs preliminary review to assure standing; determines charges and pursuit of prosecution; monitors project progress to assure efficient and effective processing and litigation.

Prepares litigation against persons or organizations arising out of non-compliance activities and abuse; interviews victims, witnesses and law enforcement officers; recommends appropriate charges to be brought against accused persons.

Utilizes clerical support staff to coordinate the preparation of necessary documentation as needed to expedite civil proceedings and law enforcement efforts, such as search warrants and affidavits, etc.; reviews documentation and authorizes filings with the court.

Prepares for court by performing legal research, drafting opinions, gathering and analyzing evidence, attends and participates in arraignments, sentencing and preliminary hearings; attends sentencing hearings and makes recommendations for sentence.

Prepares writs, subpoenas, motions and other legal documents; submits regular reports, written or verbal to apprise supervisor of status of assigned projects.

Assists in the development of administrative procedures for county departments and agencies; advises, counsels, and consults with various departments and agencies of the county.

May represent, when directed by the county attorney, the county and its elected officials, employees, representatives and appointed board members and commissions and their members; appears before courts and administrative proceedings to represent the county's interest as required; prosecute or defend all suits instituted by or against the county or its officers.

Participates in day-to-day public relations functions for the department; responds to media inquiries regarding projects; follows established policies and procedures; recommends and implements policies for media relations and general public relations.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Educations and Experience:
  - A. Graduation from an accredited law school with a Juris Doctorate Degree;

AND

B. Two (2) years of experience as a practicing attorney;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** advocacy techniques; the principles of law and their application; child welfare and adult protection laws and regulations; the rules of evidence; Rules of Civil Procedure; Colorado Code, constitutional provisions and local ordinances as they apply to county government and its operation; project law related to a variety of county government subjects.

**Ability to** successfully conduct the prosecution in all social services projects; present statements of fact, law and argument cleverly and logically; gather and evaluate information obtained through research investigations, and interrogations; analyze and evaluate facts and evidence and to apply them to individual projects and problems; develop effective relationships with the public, government officials, and judicial personnel; supervise subordinates.

3. Special Qualifications:

Must be eligible to practice law in the State of Colorado.  
Must be accepted to Colorado State Bar.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking guided and creative problem solving. Occasional travel required in the performance of job duties.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_ \_ \_ \_ \_  
(Employee)