



CLASS SPECIFICATION

Class Title: County Attorney I
Department: Attorney
FLSA: Exempt

Class Code: 8835
Grade: 25
Eff Date: 4/1/86
Revised: 08/09/2021

GENERAL PURPOSE

Under general guidance and direction from the County Attorney or assigned supervisor, manages a significant criminal caseload.

EXAMPLE OF DUTIES

May be assigned to any legal work in the County Attorney's Office, which may include providing legal advice in specialized areas.

Prosecutes civil or criminal cases in Justice, Juvenile or District Court.

Gathers, organizes, and analyzes criminal case evidence. Manages all aspects of criminal procedure, which may include preparing information, indictments, complaints, warrants, subpoenas, briefs, memoranda, and related documents. Effectively presents material orally and in writing before judge and jury.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited law school with a JD (Juris Doctorate) degree.

Preference given for experience in prosecution or criminal defense work.

Career Ladder: This position is part of a career ladder job series. Incumbent in this classification may be eligible for career ladder advancement to County Attorney II on his or her eligibility date after meeting the minimum requirements for the position, if recommended by his or her supervisor and approved by the department administrative officer.

2. Special Qualifications:

Must be an active member of the Utah Bar Association, and must be a member in good standing.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license



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must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: criminal laws and state statutes, judicial procedures and rules of evidence; the principles, practices and methods used in legal research; departmental policies, procedures, and practices.

Skill in: conducting legal research; legal writing.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: draft legal instruments and proposed legislation; apply legal principles and knowledge to individual cases and problems; analyze facts and evidence and apply them to individual cases; effectively present material, orally and in writing; retain familiarity with a high volume of complex court cases; rapidly assimilate facts; respond extemporaneously; argue persuasively, under hostile and stressful circumstances; write briefs, legal memoranda and opinions clearly and concisely; speak clearly and concisely; coordinate multiple tasks efficiently; follow written and oral instructions; communicate effectively verbally and in writing; establish and maintain effective working relationships with supervisors, other employees, administrative and court officials, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**

Approval Information

Date:	8/9/2021
Department Approval:	Troy Rawlings
HR Generalist Approval:	Jill Tew
Classification Approval:	Marina Brito