



CLASS SPECIFICATION

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

Class Code: 8855
Grade: 33
Eff Date: 4/1/86
Revised: 01/06/03

GENERAL PURPOSE

Under general guidance and direction from the County Attorney or designee, may act as a lead worker or legal advisor to County departments, and performs the most complex professional legal work in civil or criminal cases in the County Attorney's Office.

EXAMPLE OF DUTIES

May act as lead worker over the Criminal Division of the County Attorney's Office; assigns cases, monitors work and assists other attorneys in the division; conducts performance appraisals as necessary; works on more difficult cases. May act as legal advisor to County departments on civil matters.

Prosecutes cases in Justice, Juvenile and District Courts.

Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations and other legal matters pertaining to cases; interviews witnesses; presents evidence against accused to grand jury for indictment or release of accused as required; appears against accused in court of law presents evidence before judge and jury.

Prepares and issues complaints, warrants and subpoenas; provides legal advice and prepares formal legal opinions on a wide range of problems for various Davis County departments and law enforcement agencies.

Talks to and consults with private citizens; attends board and public meetings and provides legal advice.

May perform extensive research for the Courts, County Commission and department heads.

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 Juris Doctorate degree plus eight (8) years of full-time experience practicing law in criminal prosecution or defense including trial experience in a District Court, or ten (10) years of full-time experience practicing law including trial experience in a District Court.

Preference given for experience in prosecution or criminal defense work, including the prosecution or defense of sexual offenses against children.

2. Special Requirements:

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 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 and civil law and state statutes, court procedures and rules of evidence, the principles, practices and methods used in research.

Skill in: litigating; conducting legal research; legal writing including briefs and memos; analytical problem solving; making decisions under adversarial circumstances.

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: supervise, assign and review the work of subordinate attorneys; draft legal instruments and proposed legislation; apply legal principles and knowledge to individual cases and problems; analyze and evaluate facts and evidence and apply them to individual cases and problems; write briefs, legal memoranda and opinions clearly, concisely and grammatically correct; speak clearly and concisely; coordinate multiple tasks efficiently; follow written and oral instructions, communicate effectively (orally 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 modifications to reasonably accommodate individuals with disabilities.**