



CLASS SPECIFICATION

Class Title: County Attorney VI
Department: Attorney
FLSA Status: Exempt

Class Code: 860
Grade: 35
Eff Date: 01/01/99
Revised: 11/01/16

GENERAL PURPOSE

Under general guidance and direction from the County Attorney or Chief Deputy, performs the most complex professional legal work in criminal cases in the County Attorney's Office. This is a work leader attorney classification responsible to independently perform or lead assignments and provide guidance/direction to other attorneys.

EXAMPLE OF DUTIES

Ensures and supervises the compilation of statistical data to determine trends and to efficiently manage workloads and assignments.

Prosecutes severe and highly complex felony criminal cases (i.e., homicide, child sexual abuse, etc.) in District Courts.

Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations and other legal matters pertaining to cases; organizes and analyzes facts, evidence and proceedings and effectively presents material orally and in writing; 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.

Acquires and retains familiarity with sophisticated and rapidly changing principles of law and apply legal principles to complex factual situations.

Trains and mentors subordinate attorneys in legal research, writing and presentation methods and proceedings.

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 ten (10) years of full-time experience practicing law in criminal prosecution or defense including trial experience in a District Court.

This classification is not included in the career ladder job series.

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

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: train and mentor other attorneys; review the work of subordinate attorneys; 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, concisely and grammatically correct; 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 supervisor, 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.**