



**Title: Assistant County Attorney**

**FLSA Status: Exempt**

**Department: Attorney's Office**

**Updated: 11/2022**

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### **General Definition of Work**

Performs difficult work providing legal assistance and litigating cases for the County, and related work as apparent or assigned. Work is performed under the general direction of the County Attorney.

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### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

- Prepare for and attend court appearances.
  - Review police reports and draft criminal complaints.
  - Assist on County civil issues.
  - Work with opposing counsel to resolve cases.
  - Legal research and writing related to criminal cases.
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### **Knowledge, Skills and Abilities**

Thorough knowledge of local and state government legal and general public issues; thorough knowledge of criminal and civil law; thorough knowledge of modern principles and practices of local and of the State laws; thorough knowledge of legal research and the investigation, preparation and presentation of cases for trial; considerable knowledge of legal office procedures, practices and methods; general knowledge of the geography of the County and location of important buildings; general knowledge of personal computer and associated hardware and software programs; skill in trial practice in state courts; ability to communicate complex ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with County officials, court officials, members of the bar and the general public; ability to handle complex trial and appellate litigation.

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### **Minimum Qualifications**

Master's degree and moderate experience as a practicing attorney, or a combination of equivalent education and experience.

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### **Special Qualifications**

Minnesota Attorney's License

**Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Occasional
Up to 25	Occasional
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Seldom
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*