



**Title: County Attorney (elected)**

**FLSA Status: Exempt**

**Department: Attorney's Office**

**Updated: 11/2022**

### **General Definition of Work**

Performs complex work advising the County Board and agencies on all legal matters; represents the County in all civil and criminal court hearings; prosecutes all felony, gross misdemeanor, juvenile and criminal matters in the County, related work as apparent or assigned. Work involves setting policies and goals under the direction of the public (elected position).

Supervision is exercised over all department personnel.

### **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.*

- Review police reports and make charging decisions for criminal matters.
- Review reports and documents to make decisions related to whether to pursue children in need of protective services and civil commitment proceedings.
- Fields telephone and email correspondence from department heads to answer legal questions.
- Respond to and file appeal paperwork related to cases that are appealed to the court of appeals.
- Train staff and attorneys as to County Attorney office duties.

### **Knowledge, Skills and Abilities**

Comprehensive knowledge of local and state government legal and general public issues; comprehensive knowledge of criminal and civil law; comprehensive knowledge of government contract issues; comprehensive knowledge of personnel and employment law; comprehensive knowledge of parliamentary procedures; comprehensive knowledge of real estate and public finance contracts relating to economic development; comprehensive knowledge of local tax related issues; general knowledge of personal computer and associated hardware and software programs; skill in trial practice in state and federal courts; skill in drafting ordinances and resolutions; ability to work independently and/or as a member of a team; ability to supervise the work of subordinate personnel; ability to prepare concise reports; ability to express ideas clearly and effectively orally and in writing; ability to establish and maintain effective working relationships with other officials, associates, court personnel, the media, and the general public.

### **Minimum Qualifications**

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

**Special Qualifications**

Minnesota Attorney's License.

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**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 always sit but may rarely walk or stand for 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.*