

BANNOCK COUNTY
CLASS SPECIFICATION

**ASSISTANT CHIEF DEPUTY PROSECUTING ATTORNEY
- CIVIL**

Department: Prosecutor
FLSA Designation: Exempt

Pay Grade: 17
Effective Date: 10/04, 2/08, 8/09

Purpose of Class

Provides professional legal services, with emphasis on civil litigation; assists the County Prosecutor with legal and administrative work; performs related work as required.

Primary Function

The principal function of an employee in this class is to perform professional legal and administrative work involving civil litigation, including claims against the County. The Assistant Chief Deputy Prosecuting Attorney/Civil also provides legal counsel to County officials. The position provides direction to the Legal Secretary/Assistant positions. The work is performed under the general supervision of the County Prosecutor and direct supervision of a Chief Deputy Prosecuting Attorney, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment.

Essential Duties and Responsibilities (will vary by assignment)

- Prepares and manages civil cases for trial, including but not limited to, responding to complaints and claims, conducting research, interviewing affected parties, preparing required legal and court documents, preparing and arguing briefs, and attending court proceedings;
- Responds to inquiries concerning civil matters from County elected and appointed officials and the public;
- Provides legal counsel and advice to elected and appointed County officials;
- Conducts research of legal precedents, federal laws, state statutes, and County ordinances and represents the County's interest in court;
- Negotiates case settlements;
- Answers communications from the public relative to legal matters affecting the County;
- Assists County Attorney in administrative office duties, including employee supervision and work assignments;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs the duties of a Deputy Prosecuting Attorney/Criminal, as needed;

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Applicable County, city, state, and federal laws, statutes, ordinances, and codes;
- General municipal, state and federal laws affecting county government;
- County ordinances and codes;
- Legal research methods;
- Established precedents and sources of legal references applicable to County ordinances and codes;
- Operation of standard office equipment including a personal computer and job-related software applications;
- Contemporary negotiation techniques and methods;
- Employee supervisory and directional methods and techniques;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases;
- Present material to opponents and develop an appropriate legal strategy;
- Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury;
- Make significant/substantial legal decisions in individual cases based on a combination of factors including the law, policy, and rules of ethics;
- Negotiate complex legal issues;
- Bring interested and affected parties to consensus;
- Discern critical issues and needs of the County through a negotiations process;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling for or on behalf of the County;
- Analyze, appraise, and organize facts and precedents and to present such material in a clear and logical form;
- Determine alternative courses of action, and possible courses of action of opponents;
- Present and argue cases and to handle unanticipated problems smoothly and effectively;
- Establish and maintain effective working relationships with other County employees, staff, attorneys, law enforcement personnel, victims, witnesses, supervisory personnel, state and local elected and appointed officials, and the public;
- Maintain a professional demeanor during stressful situations;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;

- Perform time management and scheduling functions, meet deadlines and set case priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate Degree;
- License to practice law in the State of Idaho;
- Three (3) to four (4) years experience as a practicing attorney, preferably as a civil litigator with municipal experience, is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Membership in good standing in the Idaho State Bar Association.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person, on a telephone, and in a courtroom environment;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to assist in the preparation, monitoring, and litigation of all criminal and civil cases;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lift up to 20 pounds, and perform in a courtroom environment.