



Steele County

Steele County government is driven to deliver quality services in a respectful and fiscally responsible way. Our core values include: Teamwork, Positivity/Forward-Thinking, Respect, Accountability and Integrity.

***Prior experience in a prosecutor's office is preferred, but not required. Recent graduates are encouraged to apply!**

**Assistant County Attorney I
OR**

Hiring Range: \$70,678 - \$90,084 per year

**Assistant County Attorney II
Full-Time**

Hiring Range: \$73,070 - \$102,315 per year

Under the direction of the County Attorney, the Assistant County Attorney I or II is responsible for providing legal representation in criminal and civil matters and in providing representation to the Department of Human Services in the areas of child protection, adult protection and child support enforcement.

Duties include, but are not limited to:

- Prepares cases for judicial proceedings by performing a variety of responsibilities to include:
 - Reviews police reports and human service reports relevant to pending petitions and/or complaints.
 - Interviews individuals and witnesses, investigates the history and facts of the case, and evidence.
 - Researches relevant laws and statutes.
 - Determines appropriate criminal charges.
 - Develops strategies for cases.
 - Drafts complaints, petitions, pleadings, legal memoranda, and briefs and files motions with the court.
 - Negotiates and consults with opposing counsel, County agencies and law enforcement.
 - Researches and analyzes the proper disposition and/or sentence for case. In conjunction with County Auditor, assists Administrator in managing County contract process
- Represents Steele County for assigned criminal and civil cases in proceedings. Represents handles cases in the areas of adult criminal, juvenile prosecution, child protection, child support, commitments, guardianships, conservators, real estate and medial assistance representation.
 - Determines how best to present evidence and the facts of the case.
 - Analyzes evidence as it is conveyed during proceedings and adjusts the County's case, as necessary.
 - Handles matters from first hearings, contested hearings, pre-trial hearings, trial, disposition and sentencing.

Vision Statement:

**"First in Service. First in Stewardship. The County of choice. . . today and tomorrow."
Equal Opportunity Employer**

- Initiates personnel actions (e.g. discipline, promotion, demotion, discharge, etc.).
 - Oversees orientation and staff development. Coordinates the development and publishing of County Newsletter, website and social media platforms
- Researches and determines whether to file appeals in criminal cases and drafts legal briefs for the Court of Appeals. Represents the County Human Services Department for appeals involving Child Protection and Civil Commitments before Special Review Board Hearings and Supreme Court Appeal Panels.
 - Attends department scheduled meetings to discuss updates in the law or court procedure and/or the status of ongoing cases.
 - Performs other duties of a comparable level or type, as required.
 - Keeps abreast of changing legislation, trends and developments in areas of responsibility.
 - Participates, attends and/or serves on various professional organizations or groups, as appropriate.

Successful candidates for Attorney I will have:

- JD Degree from accredited law school
- No previous experience required; previous litigation experience is preferred
- MN Drivers License
- Licensed to practice law in Minnesota, or pending licensure
- Ability to pass a standard background check

Successful candidates for Attorney II will have:

- JD Degree from accredited law school
- MN Drivers License
- Licensed to practice law in Minnesota
- Minimum of 5 years of legal and litigation experience
- Ability to pass a standard background check

***All applicants will be required to submit a writing sample of 10 pages or less from within the previous year.**

How to Apply

Click <https://secure6.entertimeonline.com/ta/6128339.jobs?ShowAllOpenings> to complete an online application. This position will remain open until filled, with the first review of applications on **Thursday, October 20th, 2022.**

Selection Process

Applicants will be rated based on their application materials. The information provided should clearly outline your work experience and skills. Falsified information may result in disqualification for this position and future positions with Steele County.

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