Davis COUNTY

Class Title:	County Attorney II	**Class Code:**	8840
Department:	Attorney	**Grade:**	27
FLSA:	Exempt	**Eff. Date:**	04/01/1986
		Revised:	01/06/2003

GENERAL PURPOSE

Under general guidance and direction from a County Attorney VI or assigned supervisor, performs complex professional legal work in civil or criminal cases in the County Attorney's Office.

EXAMPLE OF DUTIES

Prosecutes civil or criminal cases in Justice, Juvenile or District Court.

Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations and other legal matters pertaining to cases; interviews witnesses; presents evidence against accused to grand jury for indictment or release of accused as required; appears against accused in a court of law and 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 County departments and law enforcement agencies; investigates unattended deaths; responds to questions from private citizens; participates in training sessions for police officers, public officials, etc.

Attends board and public meetings and gives legal advice.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

    Graduation from an accredited law school with a Juris Doctorate degree plus two (2) years of full-time experience practicing law in criminal prosecution or defense, or four (4) years of full-time experience practicing law including trial experience in a District Court.

    Career Ladder: This position is part of a career ladder job series. Incumbent in this classification may be eligible for career ladder advancement to County Attorney III on his or her eligibility date after meeting the minimum requirements for the position, if recommended by his or her supervisor and approved by the department administrative officer.

2. **Special Qualifications:**

    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: municipal codes and ordinances, criminal and civil law and state statutes, court procedures and rules of evidence, the principles, practices and methods used in research.

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: apply legal principles and knowledge to individual cases and problems; analyze and evaluate facts and evidence and apply them to individual cases and problems; write briefs, legal memoranda and opinions clearly, concisely and grammatically correct; speak clearly and concisely; coordinate multiple tasks efficiently; follow written and oral instructions; establish and maintain effective working relationships with supervisors, 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.*