



## CLASS SPECIFICATION

**Class Title:** Division Chief  
**Department:** Attorney  
**FLSA Status:** Exempt

**Class Code:** 8865  
**Eff Date:** 05/17/2021  
**Grade:** 36

### GENERAL PURPOSE

Under the general direction of the County Attorney or Chief Deputy, supervises a criminal division and manages a significant criminal caseload. This is a work-leader attorney classification responsible for mentoring and training other attorneys.

**This is a two-year assignment. After two years in this assignment/job title employees will return to the same grade and job title held prior to this assignment. Employees may choose to re-apply for an extension, however, there is no guarantee or right to continue in the position beyond the two-year assignment.**

### EXAMPLE OF DUTIES

Supervises the day-to-day work of attorneys and professional staff. Trains and mentors subordinate attorneys in legal research, writing, and case presentation.

Gathers, organizes, and analyzes criminal case evidence. Manages all aspects of criminal procedure, which may include preparing complaints, warrants, subpoenas, briefs, memoranda, and related documents. Effectively presents material orally and in writing before judge and jury. Serves as lead counsel on the most challenging cases.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties and special projects as assigned.

### MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from an accredited law school with a Juris Doctorate degree plus ten (10) years of full-time experience practicing law in criminal prosecution or defense including significant trial experience in a District Court.

2. **Other Requirements:**

Must be an active member of the Utah Bar Association in good standing.

Must furnish personal transportation for on-the-job travel. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance specified in the Utah Code.

Must possess a valid driver license. 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:**

**Extensive knowledge of:** criminal and civil laws and state statutes, judicial procedures and rules of evidence; the principles, practices, and methods used in legal research; departmental policies, procedures, and practices.

**Skill in:** litigating; conducting legal research; legal writing; analytical problem solving; making decisions under adversarial circumstances.

This position may require: driving a motor vehicle; skill in safely operating a motor vehicle; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** train and develop subordinates in legal research, writing, and presentation; review the work of subordinates; draft legal instruments; apply facts and legal principles to individual cases; effectively present material orally and in writing; retain familiarity with a high volume of complex court cases; rapidly assimilate facts; respond extemporaneously; argue persuasively under hostile and stressful circumstances; write briefs, legal memoranda, and opinions that are clear, concise, and grammatically correct; speak clearly and concisely; coordinate multiple tasks efficiently; establish and maintain effective working relationships with supervisors, other employees, 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 modification to reasonably accommodate individuals with disabilities.**