

Uintah County

Job Description



Title:	Senior Deputy Attorney	Code:	215
Division:	Prosecution	Effective Date:	3/07
Department:	Attorney	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	45

GENERAL PURPOSE

Performs **administrative, professional and first-line supervisory** duties as required to expedite the efficient and effective litigation of criminal cases. Assumes responsibility for the operation of the county attorney's office in the absence of the elected County Attorney.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney.

SUPERVISION EXERCISED

Provides close to general supervision to Legal Secretaries and Deputy County Attorney(s) III, II, or I while in training or on a case-by-case basis.

ESSENTIAL FUNCTIONS

Assists in administering and overseeing the day-to-day operations of the department related to the management and trying of felonies and class "A" misdemeanors in justice, juvenile and district courts; receives case reports, examines evidence, performs preliminary review to assure standing and delegates case load to professional staff; determines charges and pursuit of prosecution; monitors case progress to assure efficient and effective processing and litigation.

Prepares and tries litigations against persons or organizations arising out of criminal activities; interviews victims, (of crimes, or other adverse actions) witnesses and law enforcement officers; recommends appropriate charges to be brought against accused persons or organizations.

Utilizes clerical support staff to coordinate the preparation of necessary documentation as needed to expedite law enforcement efforts, such as search warrants and affidavits, etc.; reviews documentation and authorizes filings with the court.

Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence, prepares jury instructions; delivers the plaintiff's or county's case in criminal proceedings; attends and participates in arraignments, sentencing and preliminary hearings; attends and represents the State at bail hearings, recommends bail, negotiates bail with defense attorneys; negotiates plea offerings; attends sentencing hearings and makes recommendations for sentence.

Prepares writs, subpoenas, motions and other legal documents; submits regular reports, written or verbal to apprise supervisor of status of assigned cases.

Reviews performance of less experienced Deputy County Attorneys; provides on-the-job training and advises subordinates on professional technicalities, processes and procedures; makes recommendations for personnel actions, (i.e. advancement, retention, promotion, etc.)

Participates in day-to-day public relations functions for the department; responds to media inquiries regarding cases; follows established policies and procedures; recommends and implements policies for media relations and general public relations.

Provides legal advice to law enforcement and state agencies; prepares and conducts legal topic training for police officers and sheriff deputies.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Graduation from an accredited law school with a Juris Doctorate Degree;

AND

B. Eight (8) years of experience as a practicing attorney;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of advocacy techniques; the principles of law and their application; criminal trial procedures and the rules of evidence; Rules of Civil Procedure; Utah Code, constitutional provisions and local ordinances as they apply to county government and its operation; case law related to a variety of county government subjects. Working knowledge of principles of supervision; budget development and fiscal management.

Ability to successfully conduct the prosecution or defense in all criminal cases assigned; present statements of fact, law and argument cleverly and logically; gather and evaluate information obtained through research investigations, and interrogations; analyze and evaluate facts and evidence and to apply them to individual cases and problems; develop effective relationships with the public, government officials, and judicial personnel; supervise subordinates.

3. Special Qualifications:

Must be eligible to practice law in the State of Utah.
Must be accepted to Utah State Bar.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking guided and creative problem solving. Occasional travel required in the performance of job duties.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)