

Human Resources

Our mission is to deliver quality public services to the citizens in an effective, professional and efficient manner.

PO Box 3000, 303 Minnesota Avenue, Walker, MN 56484-3000
Phone: 218-547-7204 Facsimile: 218-547-7455 TDD: 218-547-1424
E-Mail: kelsey.schwartz@co.cass.mn.us Website: www.co.cass.mn.us



JOB VACANCY

CASS COUNTY ATTORNEY'S OFFICE

Assistant County Attorney

This position is a Grade 40 with a present hourly range of \$35.90 - \$46.87 (DOQ). Fringe Benefits.

Location of Job Site: Cass County Attorney's Office, 303 Minnesota Ave W Walker, MN 56484
Hours Weekly: 40

Kind of Work:

To assist the County Attorney in the preparation and the presentation of cases in District Court for civil or criminal prosecution, and to act in a legal advisory capacity to various County officials as assigned.

Minimum Qualifications/Experience:

Must have a degree from an accredited law school and be currently licensed as a practicing attorney in the State of Minnesota in good standing. Must possess a valid and unrestricted driver's license. Must also have efficient and accurate keyboarding skills. Must have knowledge and familiarity with computers and relevant software, as well as other essential office equipment.

To Apply:

Please submit a Cass County Employment Application, Cover Letter and Resume to Kelsey Schwartz by mail or e-mail. Application materials can be obtained by visiting www.co.cass.mn.us and clicking on the "Employment" tab.

CLOSING DATE: Open Until Filled

Applicants may call or write to request reasonable accommodation to complete the job application or attend an interview.

Cass County is an Equal Opportunity Employer

**CASS COUNTY, MINNESOTA
POSITION DESCRIPTION**

Position Title: Assistant County Attorney	FLSA: Exempt, Bargaining Unit Non-Eligible
Department: Attorney	Grade: 40
Supervisor: County Attorney	Hourly Range: \$35.90 – \$46.87

PURPOSE OF POSITION:

To assist the County Attorney in the preparation and the presentation of cases in District Court for civil or criminal prosecution, and to act in a legal advisory capacity to various County officials as assigned.

WORK PERFORMED/JOB FUNCTIONS:

Responsible for all aspects of criminal prosecution and civil litigation, including: working with victims and witnesses; appropriately reviewing matters involving crimes or civil issues and taking appropriate action, preparation of criminal complaints and eCharging cases; preparing civil pleadings; conducting legal research and preparing briefs and Memoranda; conducting Court/Jury trials and engaging in plea and/or settlement negotiations; preparing sentence and disposition recommendations; handling appearances in District Court; developing work priorities and assisting the County Attorney in developing and executing department policies; and providing advice to individual County employees and County Departments regarding the conducting of County business as directed by the County Attorney. Performs confidential/professional duties and responsibilities in accordance with office and County requirements. Performs other duties as assigned by the County Attorney.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires a high degree of ability to effectively and efficiently communicate, both orally and in written form. Must have thorough knowledge of applicable local, State, and Federal regulations and laws. Must be able to organize case load in an efficient and effective manner. Must be able to make independent judgements and act accordingly. Must have typing and computer skills to prepare and eCharge criminal complaints and must have a working knowledge of or ability to learn eFiling/eService programs for the District and Appellate Courts. Should be able to establish a working relationship with judicial officers, County Board members, department heads and other County personnel.

MINIMUM TRAINING, EXPERIENCE OR CERTIFICATIONS:

Must have a degree from an accredited law school and be currently licensed as a practicing attorney in the State of Minnesota in good standing. Must possess a valid and unrestricted driver's license. Must also have efficient and accurate keyboarding skills. Must have knowledge and familiarity with computers and relevant software, as well as other essential office equipment.

PHYSICAL EFFORT:

Sedentary to light physical activities requiring stooping, kneeling, crouching, reaching, handling, talking, hearing, and close vision. The employee must occasionally lift and/or move up to 35 pounds. Typically in an office environment.