



**OTTER TAIL COUNTY**  
invites applications for the position of:

## **Assistant County Attorney**

**SALARY:** Depends on Qualifications

**OPENING DATE:** 05/01/18

**CLOSING DATE:** 05/28/18 04:30 PM

### **DESCRIPTION:**

Otter Tail County is accepting applications for two full-time Assistant County Attorneys.

The purpose of this position is to prosecute all levels of criminal matters, provide legal representation to the Otter Tail County Board of Commissioners and other Otter Tail County boards, provide legal services in the area of child support enforcement, paternity proceedings, foster care reimbursement, child protection, and mental health and chemical dependency commitment matters. The position also involves working with various agencies and departments throughout the County in numerous areas of law including shore land management, tax court, forfeiture proceedings; and to perform related duties as assigned.

### **EXAMPLES OF DUTIES:**

#### CRIMINAL

- Reviews investigative law enforcement reports and other evidence for determination of appropriateness and level of criminal charges.
- Negotiates settlements of cases when necessary and recommends sentences to the court.
- Conducts court hearings including initial hearings, arraignments, omnibus hearings, pre-trials, court trials, jury trials, and restitution hearings. Communicates with witnesses, preparation for jury trial including exhibits.
- Participates in the appellate process in both criminal cases and administrative appeals. Argues cases before the Minnesota Court of Appeals and Minnesota Supreme Court. Responds to Post-Conviction Relief Motions brought before District Court.

#### CIVIL COMMITMENTS

- Reviews information and prepares civil petitions in civil commitment proceedings including mental illness, chemical dependency, and mental retardation commitments. Represents petitioner in all hearings.
- Advises members of the Department of Human Services on the appropriateness of court action regarding mental illness, chemical dependency and mental retardation commitments.
- Represents the Minnesota Attorney General's Office in Jarvis or Price Sheppard Hearings.

#### TAX COURT

- Represents the county in tax court appeals, which involves preparing discovery documents; conferring and advising County Assessor's Office and representing county at trial.
- Reviews information and advises Human Services Financial Unit on issues regarding public assistance eligibility.

#### BOARD OF ADJUSTMENT/PLANNING COMMISSION

- Advises the Otter Tail County Board of Adjustment in legal matters involving Otter Tail County's Shoreland Management Ordinance. Advises the Otter Tail County Planning Commission in legal matters involving Otter Tail County's Shoreland Management Ordinance.
- Advises Otter Tail County Land and Resource Management Department regarding laws, codes, rules, and ordinances of Otter Tail County, the State of Minnesota, and Department of Natural Resources. This includes instituting criminal and/or civil actions when necessary.

#### CHILD SUPPORT

- Advises the County Support and Collections Office regarding paternity actions, child support collection and foster care reimbursement.
- Reviews referrals and prepares pleadings in paternity, child support collection, foster care reimbursement & county AFDC reimbursement actions.
- Attends court hearings and represent the county in paternity hearings.
- Drafts orders for signature by the court – paternity, child support, AFDC reimbursement, foster care reimbursement, and civil commitment hearing.

#### ADDITIONAL RESPONSIBILITIES

- Represents the Otter Tail County Attorney's Office in speaking engagements within the community.
- Assists in the enforcement of Otter Tail County's Best Practices Act which includes correspondence and the instituting both civil actions for any failures of act.
- Responds to questions from the general public or county employees regarding legal issues.
- Acts as counsel and advise county departments and agencies in legal questions, including, but not limited to, Human Services, Sheriff's Office, all law enforcement agencies within Otter Tail County including city police departments, Minnesota State Patrol, the West Central Drug Task Force, Collections and Child Support, Land and Resource Management Department, Assessor's Office (tax forfeitures, liens, and eviction actions).
- Represents and collects medical assistance claims that have been disallowed by estates to ensure collection of public dollars and expenses to the State.
- Assists in specialty courts such as DWI Court, serves as member of planning team and attends court hearings.

#### MINIMUM QUALIFICATIONS:

- Licensed to practice law in the State of Minnesota (those not currently licensed should include law school transcripts)
- Driver's license valid in the State of Minnesota

#### SUPPLEMENTAL INFORMATION:

This position is regularly scheduled to work Monday through Friday, 8:00 a.m. to 4:30 p.m., with potential for evening and weekend hours. The FLSA status of this position is Exempt. The current starting salary for this position is \$61,338 per year, DOQ with career advancement to \$115,009. Effective July 1, 2018, there will be a 2.5% cost of living adjustment.

The selection process will include an online employment application and supplemental questionnaire. Semi-finalists will be invited to interview. Finalists will be required to pass a background investigation prior to hire. A standard six month probation period applies.

#### How to Apply

To apply for this position, click on desired job title, then the "Apply" link. On-line applications are stored on a secure site. Only you and authorized employees of Otter Tail County have access to the information submitted.

When filling out any employment application materials for Otter Tail County, you must include your **entire** employment and education history. Failure to do so may render your application incomplete.

#### Veterans Preference

Eligible veterans as defined by Minnesota Statute 197.447 may claim Veterans Preference during the hiring process. A DD214 and required supporting documentation must be included with the employment application to receive preference.

#### Background Investigation

All employment offers are contingent upon the applicant passing a background investigation which may include, but are not limited to, gathering information from the following sources: Bureau of Criminal Apprehension, other law enforcement agencies, court documents, educational institutions, previous employers, Minnesota Driver and Vehicle Services, military records, Immigration and Naturalization Services, and known associates of the applicant.

*Criminal convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. Making false statements or withholding information during the hiring process will cause you to be barred from employment or removed from employment.*

Otter Tail County is a tobacco-free workplace.

*Otter Tail County does not discriminate on the basis of race, color creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.*

**Equal Opportunity \* Affirmative Action Employer**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.co.ottertail.mn.us>

Position #81:05/18  
ASSISTANT COUNTY ATTORNEY  
SR

520 West Fir Avenue  
Fergus Falls, MN 56537  
218-998-8060

[sretzlaf@co.ottertail.mn.us](mailto:sretzlaf@co.ottertail.mn.us)

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**Assistant County Attorney Supplemental Questionnaire**

1. The following supplemental questionnaire will be used as a scored evaluation of your knowledge, skills and experience. Be sure that your responses are thorough and correspond to the information you have provided in your application.  
 Yes    No
- \* 2. Why are you interested in becoming an Assistant County Attorney and why should you be the candidate selected for this position?
- \* 3. Describe how your education and experience have prepared you for this role.
- \* 4. What is your philosophy of criminal prosecution and how would you implement it?
- \* 5. Discuss other areas of law that you understand are involved in a County Attorney's Office and explain their value to the community, and as an Assistant County Attorney, which of these areas of law interest you the most and why?
- \* 6. A grandmother loans her car to a grandson for a two day college visit in Minneapolis. The boy does not return the car when expected. The grandmother later learns the boy is in Los Angles and reports the car stolen. Briefly argue why this is Theft of a Motor Vehicle in violation of M.S. §609.52 subd. 2(17).
7. Provide us with a sample of your legal writing. Samples can be attached to the online application or mailed to: Otter Tail County Administration 520 West Fir Avenue Fergus Falls, MN 56537 Attn: Human Resources
- \* 8. Have you included your entire work history on this employment application? Do not mark your application "see resume". Not including your entire work history will render your application incomplete.
9. How did you hear about this job opportunity? Check all that apply.  
 Otter Tail County Website  
 Minnesota Works Website  
 Newspaper

- Social Media
- Word of Mouth
- Other

\* Required Question