



Special Staff Assistant Attorney

Posting # 60270.19.001

The **County Attorney's Office** promotes justice by prosecuting cases involving juveniles and all adult felony crimes that occur within the County; victims and witnesses of crime receive information and referral services in addition to support for trial appearances. The County Attorney's Office initiates legal actions to protect abused and neglected children and vulnerable adults, and provides child support enforcement services. The County Attorney's Office provides legal counsel and representation to the County Board and County departments. The County Attorney's Office is also a leader in crime prevention initiatives that promote public safety.

The **Special Staff Assistant** is an entry-level Attorney position that will work in the Criminal Division. Attorneys in the Criminal Division handle the prosecution of adult criminal cases. The **Special Staff Assistant** will be responsible for:

- Reviewing evidence to determine whether it is admissible and whether a petition or complaint may be issued.
- Drafting petitions, complaints, warrants, motions, memoranda, findings, orders, stipulations, and other legal documents in assigned cases of basic or routine difficulty.
- Preparing assigned cases for trial before judge, jury, magistrate or referee; interview witnesses; plan and organize opening statements, direct and cross-examinations and closing arguments; plan and organize admission of documentary and physical evidence.
- Representing the State of Minnesota or Dakota County in assigned court cases; try cases and contested motions before judge, jury, magistrate or referee; present oral arguments in bail, motion, review, dispositional or other hearings.
- Advising law enforcement, child protection workers, adult protection works, child support officers regarding legal authority, duty, liability, investigation.
- Giving basic advice to County staff regarding legal obligations, authority and liability.
- Preparing legal memoranda to County staff or for supervising attorney.

This is a 1 year special limited-term position (with the possibility of an extension), full-time, and benefit earning position. A complete listing of job duties is listed in the on-line job posting.

Minimum Qualifications:

- Juris Doctorate Degree from an accredited law school; AND
- Licensed to practice law in the State of Minnesota by February 1, 2019

Work Location: Judicial Center, Hastings

Preferred Hiring Range: \$67,457 - \$75,889/year

Close Date: 4:30 p.m. on Friday, January 25, 2019



Please visit our website for a full job description and to apply on-line: <https://www.governmentjobs.com/careers/dakota/>

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