



Steele County

Steele County government is driven to deliver quality services in a respectful and fiscally responsible way. Our core values include: Teamwork, Positivity/Forward-Thinking, Respect, Accountability and Integrity.

County Attorney

Full-Time, Exempt

Hiring Range: \$122,657 - \$156,457 per year

The Steele County Board of Commissioners is accepting applications from individuals interested in a temporary appointment to the position of County Attorney. The appointment would go through January 5th, 2027. The four-year term beginning January 2027 will be filled by election in November 2026.

The County Attorney serves as the chief prosecutor and litigator of criminal proceedings within County; advisor to the Grand Jury; and counsel to the Steele County Board and department heads concerning legal issues and concerns; and overall responsibility for the actions, functions and personnel of the County Attorney's Office. Duties include, but are not limited to:

- Serves as the Chief Prosecutor for Steele County
 - Evaluates criminal cases for charging and resolution.
 - Provides oversight and leads staff attorneys in the decision-making process concerning case dispositions.
- Serves as Chief Legal Counsel for the County Board and County department managers. Researches issues in a timely manner to provide accurate legal counsel and risk management advice.
 - Oversees and/or reviews all County contracts, draft resolutions, memorandums or other legal documents.
- Manages and oversees County Attorney's staff, departmental outcomes, goals and management of office policies and procedures directly or through designed supervisory personnel.
 - Recruits, interviews and selects new department personnel
 - Determines and controls job expectations for positions within the department
 - Monitors, evaluates and conducts performance reviews and workload reviews for direct reports
- Serves as a member of the County's management team.
- Conducts public relation activities and responsibilities.
- Other duties of comparable level or type, as required.

Successful candidates will have:

- JD Degree from accredited law school
- MN Drivers License
- Licensed to practice law in Minnesota
- Ability to pass a standard background check

Vision Statement:

"First in Service. First in Stewardship. The County of choice. . . today and tomorrow."

Equal Opportunity Employer

How to Apply

Click <https://secure6.entertimeonline.com/ta/6128339.jobs?ShowAllOpenings> to complete an online application. This position will close on **Monday, May 13th, 2024.**

Selection Process

Applicants will be rated based on their application materials. The information provided should clearly outline your work experience and skills. Falsified information may result in disqualification for this position and future positions with Steele County.

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