

**DEPUTY COUNTY ATTORNEY – PROSECUTOR**

**JOB DESCRIPTION**

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| **Title:** | Deputy County Attorney - Prosecutor | **Job Code:** |  |
| **Department:** | Attorney | **Effective Date:** |  |
| **Reports To:** | County Attorney | **Last Revised:** |  |
| **Full Time** |  | **FLSA Status:** | Exempt |

**ESSENTIAL TASKS AND RESPONSIBILITIES:**

1. Prosecute misdemeanor and felony criminal violations in the Carbon County District, Justice and Juvenile Courts, from the investigative and screening stage to completion by performing the following tasks as necessary:

* Review, revise and prepare search warrants, investigative warrants and subpoenas;
* Screen case reports and other discovery to prepare the filing of the information; determine whether to file criminal charges and communicate grounds for declination of prosecution to involved parties when applicable;
* Meet with police officers, investigators, expert and lay witnesses and victims of crime to gather and marshal evidence for trial and other evidentiary hearings; explain court procedures and the criminal justice process to involved parties;
* Meet frequently with other office attorneys and office staff to coordinate case responsibilities and discuss and develop case strategy;
* Negotiate plea agreements with defense counsel and *pro se* defendants;
* Perform legal research related to all phases of the case;
* Write and argue motions, briefs, jury instructions, and other pleadings for all stages of the case;
* Prepare for and conduct all aspects of jury trials, bench trials, preliminary hearings, other evidentiary hearings, and motion hearings;
* Develop sentencing recommendations
* Attend weekly law and motion sessions of the local courts to handle arraignments, waiver hearings, detention hearings, sentencing hearings, orders to show cause, suppression hearings; appear in court for special settings when scheduled by the Court;
* Perform other tasks as needed to ensure the administration of justice and successful prosecution of criminal violations

2. When required, perform civil governmental work, including the preparation of complaints, petitions, briefs, motions, responses to GRAMA requests, and other pleadings and correspondence in civil matters on behalf of Carbon County and Carbon County elected officials; advise the Board of Commissioners and other County officials and department heads; appear in court and at administrative hearings; attend occasional County Commission meetings and other departmental or public meetings; prepare ordinances, resolutions, contracts, and correspondence on behalf of County officials and department heads; and perform civil government legal research and other tasks on behalf of Carbon County.

3. Assist with trainings of office staff and law enforcement personnel.

4. Coordinate and direct work with clerical staff to complete the above-described job duties.

5. Utilize office online and office computer programs to complete the above-described job duties

6. Perform other duties as assigned.

**QUALIFICATIONS/EXPERIENCE:**

Juris Doctorate degree from an ABA accredited law school.

Must be in good standing with the Utah State Bar.

**PHYSICAL REQUIREMENTS**:

Required physical duties include being able to use a computer and various computer programs for word processing, legal research, e-mailing, calendaring, and digital file management.

Must be able to hear ordinary indoor conversations.

Must have ordinary visual acuity necessary to prepare or inspect documents and read information on a computer screen.

Must have ability to apply logical thinking to a wide range of intellectual and practical problems.

Must be able to deal with very difficult concepts and complex variables.

Ability to read and understand case reports, journals, abstracts, financial reports, and other legal documents.

Ability to write legal pleadings, memoranda, letters, summaries, training materials, and other written documents.

Occasional tasks may include the operation of copy or fax machines and lifting or carrying books, files, and other items. Other physical requirements include prolonged sitting or standing at a desk or computer terminal, occasional driving to courts of venue, and occasional walking between county departments in the County Administration Building.

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**Employee Signature Supervisor Signature**

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**Date**