Assistant County Attorney II

Department	County Attorney	**Classification**	Grade 24
Reports to	County Attorney	**Unit**	Non-Union
Supervises	N/A	**FLSA Status**	Exempt

Position Description
Perform professional legal and advisory services, as prescribed by the County Attorney, to accomplish effective representation of state, county and county personnel.

Essential Duties and Responsibilities

- Prosecute criminal cases of higher complexity - review police reports and citations, determine appropriate charges of criminal complaints, analyze evidence, confer with law enforcement, direct and conduct follow-up investigations, negotiate plea agreements, attend pretrial hearings, make bail recommendations, draft motions and briefs advancing state's arguments throughout case, meet with and prepare witnesses for trial, review applicable rules and caselaw, present cases in jury or court trial, make recommendations and arguments at sentencing.
- Represent the state in criminal appeals before the Minnesota Court of Appeals and Minnesota Supreme Court.
- Advise members of the child protection unit on appropriate court actions, foster care placements, provision of services and legal requirements of child protection statutes.
- Review information and prepare petitions for child protection court actions - review evidence and direct gathering of additional evidence, determine if facts warrant initiation of court actions, draft pleadings, attend court hearings, represent the Department of Human Services in child protection hearings. Negotiate with opposing parties at each child protection cases.
- Prosecute juvenile delinquency cases - review investigative materials, determine whether charges are appropriate, drafts delinquency petitions, review and determine whether EJJ or adult certification is appropriate, present evidence at trial, make disposition recommendations for disposition.
- Identify, define, evaluate and effectively resolve legal problems facing county officials, department heads and employees; determine alternative courses of action and effectively recommend the most advantageous course of action; proceed to assist in implementation of the solution.
- Represent county in civil litigation; including drafting pleadings, motions, conduct necessary legal research; presenting evidence and arguments in court; negotiate settlements when determined appropriate.
- Review drafts and negotiate contracts and other legal documents for the county.
- Study, interpret and apply laws, decisions, rules of court, and other authorities in preparation of cases, opinions and briefs.

- Provide guidance to Assistant County Attorney I (i.e. trial strategy, charging, adherence to office policies and rules of professional conduct).
- Conduct training for law enforcement and other county employees on relevant topics.
- Regular attendance on the job.
- Perform other duties as assigned.

Qualifications and Knowledge, Skills and Abilities

Minimum Qualifications

- Graduation from an accredited college of law.
- Licensed and admitted to practice law in the State of Minnesota.
- Valid driver's license and reliable means of transportation.
- 5-years work experience in a county attorney's office;
  Or 8-years legal litigation work experience.
- Successful completion of a criminal background check and Lawyers Professional Responsibility Board check.

Knowledge, Skills and Abilities

- Principles of criminal law and procedures including search and seizure law, working knowledge of MN criminal statutes and sentencing guidelines; civil procedure; legal research methods; understanding of the state and federal constitution; trial advocacy and the rules of evidence; Administrative law; appellate procedure.
- Establish and maintain effective working relationships with county personnel, judges, attorneys, victims/witnesses, law enforcement, probation agents, elected officials, the general public; communicate effectively in oral, written, and graphic presentations.
- Ability to work with a high degree of confidential work and sensitive issues; analyze and apply legal principles, facts, evidence and precedents to legal problems; present statements of law, facts and arguments clearly, logically and forcefully, both in written and verbal; perform widely varied work involving many complex and significant variables requiring analytical ability and inductive thinking; work independently and under minimal supervision.

Preferred Qualifications

- Work experience in the following areas of law: prosecution; public defender; judicial law clerk; governmental/municipal public law (i.e. contracts, data practices, bid law, tax court, municipal/ county board representation).
- Jury trial work experience as a prosecutor.
- Appellate work experience in criminal cases.

PHYSICAL REQUIREMENTS (No Screen)

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE (MANAGEMENT RIGHT)

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. The County retains the discretion to add or change the contents of this position description at any time.

Revision date: 03/2025