



MISSOULA COUNTY
invites applications for the position of:

Attorney - Criminal Prosecution

SALARY:	\$61,713.00 - \$103,396.00 Annually, DOE
DEPARTMENT:	County Attorney's Office
DIVISION:	Criminal Attorneys
OPENING DATE:	09/26/22
CLOSING DATE:	10/14/22 05:00 PM
BARGAINING UNIT:	Non-Union Personnel Plan
WORK SITE:	Missoula Montana
SCHEDULING/HOURS OF WORK:	Regular full time Monday through Friday

TO APPLY:

- **Please complete all sections of the online application, even if a resume is submitted.**
- **Please include the following additional materials with your application: A Professional Writing Sample, a Cover letter, and References.**
- **Incomplete applications and/or applications missing attachments may be disqualified.**

DEFINITION: Performs legal duties for the County Attorney in the criminal division. After, two years relevant experience, at the discretion of the County Attorney, employee may be advanced to Attorney II status based on demonstrated competencies. After four years relevant experience, at the discretion of the County Attorney, employee may be advanced to Attorney III status based on demonstrated competencies. After a minimum of 8 years relevant experience, at the discretion of the County Attorney, employee may be advanced to Attorney IV status based on demonstrated competencies.

REPRESENTATIVE EXAMPLES OF WORK: Prosecutes criminal offenders. Reviews investigative reports from law enforcement officers; determines what charges to file and who to charge or whether to decline prosecution. Files charging documents. Keeps victims advised of case status. Prepares for and makes court appearances in non-trial settings such as arraignments, omnibus hearings, change of plea hearings, sentencing hearings, etc. Interviews and prepares witnesses. Prepares court documents. Responds to motions and arguments from defendants. Represents the State in court appearances before judges and juries. Prepares witnesses. Prepares jury instructions and exhibits. Examines witnesses. Negotiates plea agreements with defense counsel and unrepresented defendants. Assists law enforcement officers with search warrant applications and requests for investigative subpoenas. Does legal research and prepares legal briefs, memoranda and other documents.

Advises county agencies and other special districts on legal questions pertaining to their functions. Prepares legal opinions, interprets statutes, codes and ordinances. Prepares resolutions and regulations. Reviews staff reports and assists with complicated communications. Prepares legal documents for court. Negotiates with parties to resolve contested issues. Appears in court and handles regular court duties such as preparing witness, investigating evidence and witnesses, preparing findings of fact and conclusions of law and preparing other arguments, either orally or with written briefs.

MINIMUM QUALIFICATIONS: Requires a Juris Doctor degree. For an Attorney II position, applicants must have a minimum of two years of progressively responsible experience in the practice of criminal law. To qualify as an Attorney III, applicants must have a minimum of four years progressively responsible experience in the practice of criminal law. To qualify as an Attorney IV, applicants must have a minimum of eight years progressively responsible experience in the practice of criminal law.

SPECIAL REQUIREMENTS: Applicants must be admitted to the Montana State Bar or eligible to be admitted prior to employment.

PHYSICAL/ENVIRONMENTAL DEMANDS: The work requires little physical activity and the employee commonly remains in an office or court setting. Requires exposure to stressful situations and ability to react appropriately. Requires the employee to be on-call periodically.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/missoulacounty/>

200 W Broadway
Missoula, MT 59802
406-258-4874

Position
#2022-00116
ATTORNEY -
CRIMINAL
PROSECUTION

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