

## **Williams County – Assistant State’s Attorney**

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### **Assistant State’s Attorney**

#### **Summary:**

Under limited supervision, provides assistance to the State's Attorney; prosecutes criminal offenses and represents Williams County regarding civil issues.

#### **EXAMPLES OF DUTIES:**

*The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by employees in this position. Employees may not be required to perform all duties in this description, and may be required to perform position-specific tasks other than those listed in this job description.*

- Prosecutes criminal offenses including bench and jury trials; makes all related required appearances
- Drafts briefs and submits motions regarding criminal cases
- Prepares criminal charges including reviewing related reports
- Consults with law enforcement personnel regarding investigations and legal procedures
- Presents criminal and non-criminal juvenile petitions to the Court for adjudication and disposition
- Provides general assistance to State's Attorney including drafting briefs and motions as requested
- Presents mental health involuntary commitment petitions to the Court for consideration and disposition
- Oversees child support enforcement
- May fulfill duties of State's Attorney in his/her absence as required
- Maintains confidentiality of non-public records and makes available all data and information deemed a public record by the North Dakota Century Code

#### **Education, Experience and License/Certifications:**

- Juris Doctorate Degree
- Preferable: two (2) years law experience
- Must be a member in good standing with the North Dakota State Bar Association **OR** able to obtain licensing shortly after hire date
- Must possess a valid North Dakota Driver's License or equivalent.

#### **Special Working Conditions:**

- Must be available to provide on-call legal assistance outside of normal work hours.

#### **Required Knowledge and Skills:**

- Knowledge of judicial principles and practices.
- Knowledge of North Dakota and Federal case law.

- Knowledge of criminal and civil law processes and procedures.
  - Knowledge of methods used for prosecuting criminal offenses.
  - Knowledge of processes for drafting legal briefs, motions, and ordinances.
  - Knowledge of procedures for presenting mental health and juvenile petitions.
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- Skill in successfully prosecuting criminal offenses.
  - Skill in drafting legal documentation including briefs, motions, and ordinances.
  - Skill in consulting with law enforcement personnel regarding investigations and legal procedures.
  - Skill in presenting mental health and juvenile petitions to the Court.
  - Skill in establishing and maintaining effective working relationships with County departments and personnel, County officials, law enforcement personnel, outside agencies, community groups, and members of the public.

**Compensation:** *Compensation for this position is \$79,000-\$88,000 depending on experience and training. Williams County provides generous benefits to full-time regular employees: paid sick and vacation leave, a fully paid health/dental/vision benefit plan for employees and dependents, term life insurance of \$25,000, 100% contribution toward retirement benefits through the ND Public Employees Retirement System, and 11 paid holidays each year.*

*All offers of employment will be contingent upon successful completion of a pre-employment drug screening, background check and reference review.*