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| Missoula County Logo | **MISSOULA COUNTY****invites applications for the position of:****Attorney - Criminal Prosecution** |

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| **SALARY:** | Depends on Qualifications |
| **DEPARTMENT:** | County Attorney's Office |
| **DIVISION:** | Criminal Attorneys |
| **OPENING DATE:** | 04/22/21 |
| **CLOSING DATE:** | 05/24/21 05:00 PM |
| **BARGAINING UNIT:** | Non-Union Personnel Plan |
| **WORK SITE:** | Missoula County Courthouse |
| **SCHEDULING/HOURS OF WORK:** | Full time Monday through Friday |
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| **TO APPLY:*** **Please complete all sections of the online application, even if a resume is submitted/requested.**
* **Please include the following additional materials with your application: Law School Transcripts (unofficial are accepted), a Letter of Interest, a Resume, and a Professional Writing Sample.**
* **Incomplete applications and/or applications missing attachments may be disqualified.**
* **Complete job description available upon request to the Department of Human Resources.**

**DEFINITION:** Performs legal duties for the County Attorney in the criminal division. After four years, at the discretion of the County Attorney, employee may be advanced to Attorney III status based on demonstrated competencies. |
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| **REPRESENTATIVE EXAMPLES OF WORK:** (The following are intended to illustrate typical duties and not meant to be all inclusive or restrictive.) 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. |
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| **MINIMUM QUALIFICATIONS:** Requires a Juris Doctor degree. Requires two years of progressively responsible experience in the practice of law.**SPECIAL REQUIREMENTS:** Applicants must be admitted to Montana State Bar and admitted to practice before the U.S. Federal District Courts of Montana prior to employment. |
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| **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.  |

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| APPLICATIONS MAY BE FILED ONLINE AT:https://www.governmentjobs.com/careers/missoulacounty/200 W BroadwayMissoula, MT 59802406-258-4874gbrown@missoulacounty.us | Position #2020-00166ATTORNEY - CRIMINAL PROSECUTION |