

Uintah County

Job Description



Title:	Civil Deputy Attorney	Code:	214
Division:	Civil	Effective Date:	3/07
Department:	Attorney	Last Revised:	11/11
FLSA Cat:	Exempt	Pay Grade:	42

GENERAL PURPOSE

Performs **administrative and professional duties** as needed to advise, counsel and monitor civil legal affairs of the County.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney or Chief deputy County Attorney, Civil Division and with the Uintah County Commission to direct the scheduling and prioritization of workload.

SUPERVISION EXERCISED

Provides close to general supervision to Legal Secretaries.

ESSENTIAL FUNCTIONS

Civil Counsel: Assists in the development of administrative procedures, primarily as related to the legal duties of the Uintah County Commission, and for other county departments and agencies as directed; advises, counsels, and consults with various departments and agencies of the county, as scheduled and prioritized by the Uintah County Commission.

Attends and participates in public meetings as needed to serve as a legal resource for the county; apprises county officers regarding various legal issues related to statute, ordinance, policies and practice.

Assists Department Heads in budget preparation and submits other recommendations when solicited; Investigates and gives opinion as to the validity of claims against the county; negotiates with persons in the private sector on legal issues pertaining to county government; provides legal advice to Sheriff department as directed; provides legal advice to law enforcement agencies within the county as requested.

Performs research and prepares opinions of various legal problems of the county related to civil issues, i.e., planning and zoning, ordinances, records and deeds, tax valuation, public roads, public lands, water rights, right-of-way and easements, land acquisitions, etc.; prepares and litigates cases arising out of civil activities; represents to county in hearings related to civil matters.

Criminal Prosecution:

As requested by County attorney, occasionally prosecutes criminal cases;

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college of law with a juris doctorate degree,

AND

B. Three (3) years of experience related to the above duties,

2. Required Knowledge, Skills and Abilities:

Considerable knowledge of advocacy techniques; principles of law and their application; civil and criminal trial procedures and the rules of evidence; Utah Code and local ordinances and how they apply to government operations; case law related to a variety of county government subjects and criminal prosecution; principles, practices and methods used in legal research.

Ability to conduct the prosecution or defense of civil and criminal cases assigned; ability to present statements of fact, law and argument intelligently and logically; ability to gather and evaluate information obtained through research, investigations and interrogations; apply legal principles and knowledge to individual cases and problems; ability to analyze and evaluate facts and evidence and to apply them to individual cases and problems; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.

Preferred Knowledge, Skills and Abilities. Civil litigation background preferred, though not mandatory, in Federal District and Appellate Courts and federal administrative agencies.

3. Special Requirements:

Must be licensed to practice law in the State of Utah, and a member of Utah State Bar in good standing. Also it is preferred, though not mandatory, that the employee be admitted to practice and in good standing in the United States District Court for the District of Utah as well as the United States Court of Appeals for the Tenth Circuit.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)