



**UINTAH COUNTY
ATTORNEY'S OFFICE
JOB ANNOUNCEMENT**
Posting # 4145-02-18-03

OPENING DATE: February 1, 2018
CLOSING DATE: Until filled

JOB TITLE: Deputy County Attorney I, II or III

PURPOSE: Performs full performance level professional duties as required to expedite the efficient and effective litigation of criminal cases. Works under the general supervision of the County Attorney.

RESPONSIBILITIES:

- Prosecution of cases in justice, juvenile and district court.
- Prepares and tries litigation against persons or organizations arising out of criminal activities.
- Prepares for court by performing legal research, drafting briefs, organizing evidence, preparing jury instructions and any other function necessary to represent the interest of the State or County.
- Engage in necessary litigation efforts in State, Federal and Administrative courts as necessary in civil and criminal matters. (As assigned).
- Utilizes clerical support staff to coordinate the preparation of necessary documentation as needed to expedite law enforcement efforts.
- Research and brief legal issues. (Both civil and criminal. As assigned).
- Assist other attorneys in criminal prosecutions and civil matters. (As assigned).
- Must have familiarity with State Court e-filing system and be willing to learn and/or manage office data base (including paperless file system).
- Familiarity with multiple computer operating systems a plus.
- Advise county officials relating to civil issues. (As assigned).
- Advise and/or assist in training law enforcement officers relating to legal issues.

QUALIFICATIONS:

- Graduation from an accredited law school with a juris doctorate degree
- Utah State Bar membership

WORK SCHEDULE & COMPENSATION:

- Full time with benefits
- Salary will be commensurate with experience (Pay grade 40 - 45)

For a copy of the announcement or application, visit our website at www.co.uintah.ut.us or call Human Resources at 435-781-5389.

Submit a County application by mail, fax, e-mail, or in person.

Mailing address: Uintah County Human Resources

152 E. 100 N.

Vernal, UT 84078

Fax #: 435-781-5441

E-Mail: application@uintah.utah.gov