

**ASSISTANT COUNTY ATTORNEY**  
**Position Description**

**Department:** County Attorney

**Date:** 7/2022

**Reports To:** County Attorney

**FLSA Status:** Exempt

**Supervision Duties:** None

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**POSITION SUMMARY**

Under general supervision, the Assistant County Attorney represents and advises Jackson County on legal matters, represents the State in criminal court, advises and represents the Department of Human Services in child in need of assistance cases. Prepares a variety of legal documents. Advises and cooperates with law enforcement.

**ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours, regular attendance is an essential function.

Essential duties and responsibilities may include, but are not limited to, the following:

Analyzes reports and evidence to determine the appropriate charges; prepares charging documents and other pleadings for prosecution to include a formal list of charges against the defendant, the minutes of testimony, and motions.

Prepares criminal cases for trial by issuing subpoenas to witnesses and preparing exhibits; communicates regularly with victims and witnesses to discuss case progress and prepare for trial.

Addresses a variety of defense issues to include requests for investigative reports, exhibits, evidence, and responds to defense motions; works with the defense to determine the scheduling of motion hearings and trial.

Reviews case for sentencing or charging concessions via plea negotiations; meets with and informs victims of case updates; schedules and attends depositions.

Researches legal issues. Must be familiar with the Code of Iowa, the Rules of Criminal Procedure and the Rules of Evidence. Stays abreast of changes in law and authority in criminal matters.

Prepares evidence and develops trial strategies; writes proposed motions to the court and jury instructions; meets with witnesses to prepare and outline questions and arguments.

Researches and stays abreast of recent developments with laws; drafts memos for law enforcement and other attorneys regarding changes in the law.

Is available for on-call duty as requested to advise law enforcement after hours and on weekends.

Maintain confidentiality and security of information as appropriate; represent Jackson County and perform duties in a professional, responsible, and trustworthy manner; establish and maintain effective working relationships with supervisor, co-workers, victims and witnesses, judges, defense attorneys, law enforcement, and members of the public.

Present evidence in civil commitment hearings.

Provide guidance to the Department of Human Services (DHS) and represent the State and DHS at all stages of child in need of assistance cases.

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:****Education, Training and Experience Guidelines:**

Must possess a Juris Doctorate degree and be admitted to practice law in the State of Iowa, with their license in good standing.

Prefer a minimum of two years' experience in the practice of law, including trial experience.

**Knowledge of:**

- Local, State, and Federal laws, codes, regulations, and ordinances.
- Iowa and Federal Rules of Civil and Criminal Procedure and Rules of Evidence.
- Iowa Rules of Professional Conduct.
- Trial and court procedures.
- Protocols and strategies of negotiation and litigation; and conflict management methods and techniques.
- Case management procedures and techniques.
- Legal research methods, sources, databases, and other tools.
- English language to include grammar, spelling, sentence structure, vocabulary and proofreading skills.
- Use a computer for the purposes of word processing, data entry, legal filings, spreadsheets, presentations, e-mail, case management, scanning, e-filing, and internet.

**Skill in:**

- Analyzing legal issues.
- Setting priorities and developing and directing legal strategies and tactics.
- Reading, understanding, interpreting, and applying State and Federal statutes, codes, and rules.
- Developing and presenting sound legal arguments.
- Mediating and negotiating difficult and complex situations.
- Analyzing and organizing complex facts, evidence, and precedents.
- Developing, refining, and presenting legal strategies.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Conducting research.
- Establishing and maintaining cooperative working relationships.
- Communicating effectively verbally and in writing.

**SUPPLEMENTAL INFORMATION:****License and Certification Requirements**

Must possess an Iowa Law license and be in good standing with the Iowa Supreme Court.

**Physical Demands and Working Environment:**

Work is performed in the Jackson County Courthouse and in a standard office environment; limited exposure to varied outdoor weather conditions may occur. High mental, visual and aural concentration is frequently required. The employee may be required to sit for long periods of time, stand, walk, bend, reach and lift. Adequate speech capabilities are required.