



## Human Resources Department

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### Assistant County Attorney

Johnson County Attorney's Office is seeking an Assistant County Attorney II for the Juvenile Division. This position will perform a variety of administrative, technical, and advanced professional legal work of moderate to considerable difficulty in representing the State of Iowa in juvenile delinquencies, children in need of assistance proceedings, waivers to adult court, termination of parental rights, modification, and emergency removal of children, and civil commitment, and criminal cases.

**Qualifications:**

Juris Doctor Degree and admission to practice law in Iowa AND four or more years of experience to include significant criminal or juvenile law practice and/or a government agency practice.

**Special requirements:** Valid driver's license and insurable under county liability coverage. May require use of personal vehicle for official county business.

**Compensation:** Position annual salary is \$91,376.47 - \$109,651.75 commensurate with experience plus excellent benefits. To learn more about this position and to apply, visit [www.johnsoncountyiowa.gov](http://www.johnsoncountyiowa.gov). Applications are accepted through January 13, 2022.

**Cover letter and resume must be attached with online application.**

AA/EOE



**JOHNSON COUNTY  
JOB DESCRIPTION**

**Assistant County Attorney II  
Juvenile Division**

**DEFINITION AND DUTIES:**

Under direction of the County Attorney, performs a variety of administrative, technical, and advanced professional legal work of moderate to considerable difficulty in representing the State of Iowa in juvenile delinquencies, children in need of assistance proceedings, waivers to adult court, termination of parental rights, modification, and emergency removal of children, and civil commitment, and criminal cases.

**Knowledge of:**

- ◇ Code of Iowa and Iowa Administrative Code
- ◇ Iowa and Federal Rules of Civil and Criminal Procedure and Rules of Evidence
- ◇ Iowa Rules of Professional Conduct and Standards for Professional Conduct
- ◇ Code of Federal Regulations
- ◇ Methods, practices and references utilized in conducting legal research
- ◇ Courtroom procedures and local court rules
- ◇ Advanced mathematical concepts
- ◇ Electronic court filing systems
- ◇ English language to include grammar, spelling, sentence structure, vocabulary and proofreading skills

**Ability to:**

- ◇ Represent the State of Iowa and Johnson County in Iowa State Court proceedings
- ◇ Understand, interpret, apply and explain Code of Iowa/Iowa Administrative Code, federal laws and all rules, including the Rules of Professional Conduct, Evidence, and Criminal and Civil Procedure
- ◇ Read and review police reports, Iowa Department of Human Services (DHS) child abuse assessments, DHS and Juvenile Court Officer (JCO) social history and progress reports, Court Appointed Special Advocate (CASA) reports, therapy and service provider reports, case law and research
- ◇ Conduct legal research and produce accurate legal arguments for briefs, memorandums and other documents as needed
- ◇ Present evidence in civil commitment hearings
- ◇ Exercise sound professional judgment and prosecutorial discretion concerning cases, taking into consideration laws, policies, standards, precedents and the interests of justice
- ◇ Work with minimum supervision in often difficult circumstances
- ◇ Maintain confidentiality and security of information as appropriate
- ◇ Represent Johnson County and perform duties in a professional, responsible and trustworthy manner
- ◇ Be detail oriented while performing duties
- ◇ Establish and maintain effective working relationships with supervisors, co-workers, victims and witnesses, judges, defense attorneys, law enforcement and members of the public

- ◇ Interact effectively with persons representing widely divergent backgrounds, interests and points of view
- ◇ Collect data, keep accurate records, and prepare various documents
- ◇ Maintain case files pursuant to office policy using electronic case management system
- ◇ Handle multiple tasks and competing priorities
- ◇ Use a computer for the purposes of word processing, data entry, legal filings, spreadsheets, presentations, e-mail, case management, scanning, e-filing and Internet
- ◇ Operate common office equipment such as calculators, fax and postage machines, photo copiers, multi-line telephones and scanners
- ◇ Handle moderate to high levels of stress, meet deadlines and solve problems appropriate to the position
- ◇ Follow complex oral and written instructions
- ◇ Organize and present facts, ideas, and opinions clearly and concisely, orally and in writing to groups and individuals in formal and informal situations
- ◇ Have clarity of speech and hearing which permits effective communication
- ◇ Have sufficient vision which permits moderate to heavy production and review of a wide variety of materials in both electronic and hardcopy forms
- ◇ Have sufficient manual dexterity to make handwritten notations and which permits moderate to heavy use of a keyboard and mouse
- ◇ Lift and/or move up to 20 pounds
- ◇ Sit, stand, walk, climb, squat, kneel, bend, twist and reach
- ◇ Have sufficient personal mobility to complete work at various facilities
- ◇ Work flexible schedule including nights, weekends and holidays, and additional time as needed

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Juris Doctor Degree and admission to practice law in Iowa AND four or more years of experience to include significant criminal or juvenile law practice and/or a government agency practice.

**Special requirements:** Valid driver's license and insurable under county liability coverage. May require use of personal vehicle for official county business.

**SPECIFIC DUTIES:** *to be performed satisfactorily with or without reasonable accommodation*

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- ◇ Represent the State of Iowa in juvenile court hearings including juvenile delinquency, Child in Need of Assistance and Terminal of Parental rights hearings.
- ◇ Carry out duties relating to civil commitment proceedings.
- ◇ Determine probable cause to file juvenile delinquency petitions.
- ◇ Advise juvenile court officers and DHS workers on law and certain legal procedures.
- ◇ Review child abuse intake and assessment reports, social histories, and progress reports to determine appropriate action by DHS and others.
- ◇ Assist law enforcement, DHS, and other appropriate agencies on legal issues and investigations including taking calls after hours as necessary.
- ◇ Prosecute criminal cases, including simple misdemeanors.

- ◇ Train DHS workers and service providers in court testimony and preparation, and representing the County Attorney's Office on various committees for community outreach.
- ◇ Participate in staff meetings and provide coverage for cases outside of assigned caseload.
- ◇ Inform victims and witnesses about the status of cases and utilize advocacy programs to assist victims and witnesses.
- ◇ Advise and facilitate interdisciplinary groups that address needs in the community in which the County Attorney's Office has involvement including participation in Disproportionate Minority Contact Committee at the County and State level.
- ◇ Assist with training law enforcement, Iowa Department of Human Services, Child Advocacy Programs and the public as requested by the County Attorney.
- ◇ Participate in trainings/education opportunities, conferences, seminars and work-related meetings as requested.
- ◇ Represent the County Attorney in community meetings and organizations as requested by the County Attorney.
- ◇ Research issues as needed and as directed by the County Attorney.
- ◇ Perform legislative acting by participating in meetings, phone calls, letters, and committees geared toward developing juvenile legislation and in responding to proposed legislation as requested by the County Attorney.
- ◇ Maintain records of continuing legal education training and file all required reports in a timely manner to maintain valid Iowa law license.
- ◇ Assist in carrying out duties of the County Attorney as directed by the County Attorney.
- ◇ Perform all duties of an Assistant County Attorney I as needed.
- ◇ Perform all work activities in accordance with County Attorney's Office and County policies, procedures and safety practices.
- ◇ Attend work regularly.

FLSA Status: Exempt

Pay Grade: 16

Date Established: January 16, 2015

Date Revised: February 24, 2020

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

The County of Johnson is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.