

**CERRO GORDO COUNTY, IOWA
POSITION DESCRIPTION**

Position Title: Assistant County Attorney

Department: Attorney

Immediate Supervisor: County Attorney

Shift: Normally 8:00 a.m. to 4:30 p.m., Monday - Friday

Location: Cerro Gordo County

FLSA: Exempt

Salary Range: \$80,000 to \$85,000 based on experience

Approved by: Board of Supervisors

Date: November 25, 2024

Summary:

The purpose of this position is devoted to conducting criminal prosecution and civil lawsuits, preparing legal documents, advising county public officials and law enforcement officers as to legal rights, practicing other phases of law, and performing additional tasks as may be assigned by the County Attorney.

Essential Duties and Responsibilities:

Advises law enforcement officers concerning criminal investigations.

Assists in the preparation of search warrants and criminal complaints.

Prepares trial information and conducts Grand Jury investigations.

Prepares and concludes asset forfeiture cases.

Conducts training seminars for law enforcement officers concerning criminal investigation techniques and their impact on the prosecution.

Gathers evidence in civil, criminal, juvenile, and other cases to formulate defense or to initiate prosecution or other legal action.

Conducts research; interviews clients, victims, and witnesses; and handles other details in preparation for trial.

Prepares legal motions and briefs, develops strategy, arguments, and testimony in preparation for presentation of cases on behalf of the County Attorney's Office in all court matters including juvenile, civil and administrative, as designated by the County Attorney.

Represents Cerro Gordo County in court, and before quasi-judicial or administrative agencies of government.

Interprets laws, rulings, and regulations for law enforcement officers and agencies in Cerro Gordo County.

Confers with colleagues with specialty in area of lawsuit, including but not limited to the Iowa Attorney General's Office, to establish and verify basis for legal proceedings.

Reviews submitted citations and investigation reports for determination of charge and preparation of trial information.

Others duties as assigned or required.

Supervisory Responsibilities:

None

Qualification Requirements:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed as follows are representative of the knowledge, skill, and ability required.

Knowledge of computer word-processing, database applications, dictating equipment, video and audio equipment.

Ability to read, analyze and interpret the most complex documents.

Ability to respond effectively to the most sensitive inquiries or complaints.

Ability to write legal documents, speeches and articles using original or innovative techniques or styles.

Ability to make effective and persuasive speeches and presentations on controversial or complex topics to public officials and public groups.

Ability to represent Cerro Gordo County in a professional manner.

Ability to interact and deal effectively with staff, general public, business and professional contacts, and law enforcement officials doing business with the office or courts.

The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Education and Experience:

Juris Doctor Degree or equivalent and license to practice law in the State of Iowa. Experience as a prosecutor is preferred.

Language Skills:

Ability to communicate effectively with co-workers and the general public.

Ability to deal with the general public in a tactful and courteous manner.

Ability to properly and effectively communicate verbally and in writing.

Reasoning Ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.

Ability to deal with a variety of abstract and concrete variables.

Certificates, Licenses, Registrations:

License to practice law in the State of Iowa.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls.

The employee must frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

Tasks are regularly performed without exposure to adverse environmental conditions. Work is normally performed in an office environment.

Headaches, eyestrain, carpal tunnel and related occupational hazards associated with computer work reflect most common potential for injury.

While performing the duties of this job, the employee may be exposed to physical harm caused by an emotional consumer or the general public.

Comments:

Salary level is dependent on education, skills and experience.

Must have a valid Iowa Driver's License and have reliable transportation. Must be insurable for driving under county insurance company policies.

Ability to obtain automobile insurance if personal vehicle is ever used for county business for which mileage reimbursement would be received. To be reimbursed for mileage, must provide proof of auto insurance with the following minimum limits:

- \$100,000 bodily injury for each person
- \$300,000 bodily injury for each occurrence
- \$100,000 property damage
- OR
- \$300,000 single limit for all liability

Applicant will be subject to Criminal Background Check, reference checks, as well as Adult and Child Abuse record check.

Applicant will be subject to post offer, pre-employment drug and physical testing.

Cerro Gordo County is an Equal Opportunity Employer. In compliance with the Americans with 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. Cerro Gordo County is subject to and has adopted a policy in compliance with the 2008 Smokefree Air Act.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.