

Palo Alto County Attorney

The Palo Alto County Attorney's Office is now taking applications for the position of the Palo Alto County Attorney.

Essential Functions

Represents the State and County in criminal, juvenile and civil matters including administrative proceedings.

Evaluates criminal, juvenile and civil cases presented for filing; follows established office policy concerning the disposition of cases; conducts pretrial conferences on cases; and hearings involving victims, witnesses and defense attorneys; recommends case dispositions to other attorneys and supervisors.

Prepares and/or reviews drafts of trial information and minutes of testimony for filing with the clerk of the court; prepares pleadings, motions and interrogatories and responses to the same; prepares letters, opinions, memoranda and legal document as requested.

Reviews and provides advice concerning complaints submitted to the County Attorney's Office from law enforcement and other personnel.

Interviews and advises witnesses regarding criminal, juvenile, mental health committals or civil actions; prepares and presents evidence in those matters including legal arguments.

Performs legal research and other tasks necessary to prepare criminal, juvenile, mental health committals or civil actions for trial or other disposition.

Reviews police reports and determines criminal charges, secures additional information from law enforcement personnel when required.

Secure expert testimony and prepare witnesses for trial, assemble case file, attend pre-trial hearings, prepare and responds to pre-trial and post-trial motions.

Communicates information on case status to all involved parties such as defense attorneys, police officials and victims.

Analyzes legislation, case law, legal publications and other relevant literature in order to maintain accurate, current information on legal developments in all areas of law.

Screens cases for juvenile court to determine need for protective custody. Files petitions for termination of parental rights, confers with various professionals and social agency staff on issues of abuse and/or neglect and adjudicates juveniles based on criminal activity.

May serve as legal advisor for the County in such matters pertaining to the preparation and review of ordinances, resolutions, contracts, deeds and other legal documents; furnishes legal

opinions to County officers and staff upon request; may represent and defend the County and its officials in federal and state courts in cases where the County is a party.

May represent the County Attorney's Office at community and business gatherings when requested.

May conduct presentations at workshops and conferences regarding various areas of the law.

Maintains continuing education requirements as necessary.

Provides training, legal instruction and research assistance to less experienced attorneys and law enforcement officials.

Maintains the confidentiality of all information, communications, documents and correspondence in the County Attorney's office.

Essential Knowledge, Experience, and Ability

Regular and reliable attendance at work reporting location is an essential function of this position. Ability to work accurately and under time constraints and deadlines. Knowledge of the principles and practices of criminal, juvenile and civil law. Knowledge of the methods and practices of pleadings, courtroom procedures and rules of evidence.

Knowledge of applicable laws relative to criminal, juvenile and civil cases.

Knowledge of methods, practices and references utilized in conducting legal research. Ability to read, analyze, and interpret legal documents and interpretations, technical journals and financial data. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Must possess effective communication skills including written, verbal and listening skills.

Ability to present facts in a clear and logical manner and to present and argue cases in court.

Ability to make effective and persuasive speeches and presentations on complex topics to judges, public groups and other attorneys.

Ability to perform all functions pertaining to the investigation, preparation, review, filing, pleading and disposition of criminal, juvenile and civil matters.

Working knowledge and skill in the use of computers and software programs including Microsoft office (word, excel, outlook, power point). Ability to type accurately and to learn departmental software programs and court electronic filing systems. Ability to establish and maintain effective working relationships with individuals involved in the court system, supervisors, fellow employees and government officials and law enforcement agencies.

Essential Education, Certification, and/or Licenses

Graduation from a recognized school of law and admission to the bar of the State of Iowa.
1 to 3 years experience preferred.

Must be licensed to practice law in the State of Iowa.

The position is full-time with health care and other benefits. Compensation based on experience.
Salary will be negotiated.

Palo Alto County residency is a requirement of employment.

As this is a law-enforcement position, candidates will be subject to a background investigation
before a final offer is made.

Applicants should send cover letter with resume and reference by January 22, 2024, at 4:00 p.m.
to the Palo Alto County Auditor, Carmen Moser, at cmoser@paloaltocounty.iowa.gov.

The Palo Alto County Attorney's Office is an EEO/AA Employer.