

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: CRIMINAL DIVISION CHIEF**

Posting# 1021-0416md

### REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Attachment*

**STARTING SALARY: Step 75; \$4,224 bi-weekly**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: April 4, 2016**

**CLOSING DATE: April 18, 2016**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### JOB SUMMARY:

Oversees the operations and personnel of the Criminal Division of the Utah County Attorney's Office.

### DUTIES INCLUDE:

**Supervises** the attorneys and support staff of the Criminal Division.

**Supervises** the County Attorney's Office prosecution of criminal offenses in Utah State Courts and Utah County Courts; ensures prosecution work is completed ethically, justly, accurately and efficiently.

**Acts** as prosecution trial counsel for criminal offenses in Utah State Courts and Utah County Courts.

**Advises** the County Attorney on legal and procedural issues pertaining to criminal prosecutions by the Criminal Division.

**Advises** and assists the County Attorney in matters of office administration pertaining to the Criminal Division including the development, implementation, and enforcement of policies and procedures.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Knowledge of:** Local government law; Criminal statutes; Principle and practices of budgeting, time management, and supervisory techniques and Litigation proceedings including rules of civil procedures, rules of evidence, rules of criminal procedure, rules of juvenile procedure, rules of appellate procedure and criminal code.

**Skill in:** Litigation and trial advocacy; Conducting legal research; Legal writing including legal briefs and memos; Analytical problem solving; Decision making in adversarial circumstances and Document composition.

**Ability to:** Maintain cooperative working relationships with those contacted in the course of work activities; Communicate effectively verbally and in writing; Maintain files, records, and reports and Coordinate multiple tasks efficiently.

### REQUIREMENTS FOR EMPLOYMENT:

Requires a J.D. degree from an accredited law school and ten (10) years of experience engaged in criminal trial practice and/or civil litigation. At least five (5) of the ten (10) years must be in felony criminal prosecution and three (3) of the ten (10) years experience in supervising attorneys and legal staff, or related supervision experience. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

### LICENSURE/CERTIFICATIONS:

Applicant must possess valid membership in the Utah State Bar Association.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.