

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: ATTORNEY I - Civil

Posting# 2007-0315md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Attachment*
- Utah State Bar Membership Number
- Requires Official College transcripts (copy of official transcripts is acceptable) - No internet printouts

STARTING SALARY: Step 45, \$53,664 annually plus benefits package

Step increase available after completing probation and annually thereafter.

OPENING DATE: February 18, 2015

CLOSING DATE: March 4, 2015

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:

Under policies and procedures established by the Utah County Attorney, prosecutes civil offenses for the State of Utah and Utah County and provides legal counsel and advice on matters of civil law to various County departments.

DUTIES INCLUDE:

- **Files** legal actions on behalf of Utah County and performs legal research in providing legal counsel and legal advice to various County departments as assigned.
- **Reviews** documents and issues written legal opinions for County departments and officials.
- **Files** civil and criminal complaints against violators of County ordinances.
- **Prepares** the County's defense and advises County officials in settlement of claims.
- **Consults** with other attorneys and attends staff meetings and training seminars as required.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: Litigation proceedings including Rules of Civil Procedure, Rules of Evidence, Rules of Criminal Procedure, Rules of Juvenile Procedure, Rules of Appellate Procedure, and the Criminal Code.

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

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:

Equivalent to a J.D. degree from an accredited law school. **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:

Incumbent must possess valid membership in the Utah State Bar Association and in the Federal Bar Association for Utah; and Incumbent must successfully complete mandatory continuing legal education (CLE) training every two (2) years.

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.