

POSITION: ATTORNEY II – Civil

Posting # 2008-0817jhm

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

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 II - Civil
May Underfill at Attorney I - #2007

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REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Step 49-\$28.86 – Step 55-\$33.19, \$2,309-\$2,655 Bi Weekly

#2007: Step 45-\$26.31-Step 51-\$30.23, \$2,105-\$2,418 Bi weekly

Salary will be determined upon experience and or education

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

OPENING DATE: August 17, 2017

CLOSING DATE: August 31, 2017

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 criminal offenses for the State of Utah and Utah County and provides legal counsel and advice on matters of civil law to various County departments. Individual case assignments are distributed among Attorneys I - II - III - IV according to case complexity. Attorney II - This is the primary attorney classification level responsible to perform assignments with minimal supervision and guidance; works with higher-level attorneys on difficult cases as a form of training.

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.

Represents the County and assigned departments in civil litigation in State and Federal trial courts and in courts of appeal. Prepares the County's defense and advises County officials in settlement of claims. Represents State agencies in enforcement and collection matters when requested.

Prosecutes criminal cases in Juvenile Court for criminal violations ranging from misdemeanors to felonies. Reviews reports of cases decided by State and Federal courts of appeal and prepares legal briefs and memos.

Consults with other attorneys and attends staff meetings and training seminars as required. Travels between locations as needed. Maintains knowledge and skill levels in current case decisions and legislation. Performs criminal attorney duties as assigned.

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, 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, coordinate multiple tasks efficiently.

REQUIREMENTS FOR EMPLOYMENT: Attorney II - Civil - Equivalent to a J.D. degree from an accredited law school; and one (1) year of legal experience including trial experience. Attorney I - 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 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 Human Resource 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 Human Resource 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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.