

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CRIMINAL DIVISION CHIEF
CLASS CODE: 1021

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISORY

EFFECTIVE DATE: 3/29/2016
DEPARTMENT: ATTORNEY

JOB SUMMARY

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

CLASS CHARACTERISTICS

This is a supervisory attorney classification responsible for independently supervising a large attorney and support staff and performing complex legal and trial work.

ESSENTIAL FUNCTIONS

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.

Advises and assists the County attorney in correcting defects in the operation of law pertaining to Criminal Law or Procedure.

Assists with staffing decision including hiring, performance evaluations, assignment and scheduling of workloads, delegations of assignments, and retention of assigned personnel.

Prepares the Criminal Division budget.

Conducts and/or coordinates continuing legal education for Criminal Division attorneys and support staff and for county and city law enforcement officers.

Interviews and evaluates candidates for employment in the Criminal Division and recommends candidates to the County Attorney for offers of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Local government law.

Criminal statutes.

Principle and practices of budgeting, time management, and supervisory techniques.

CLASS TITLE: CRIMINAL DIVISION CHIEF
CLASS CODE: 1021
PAGE 2

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.
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.
Coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Typically:

Sit at a desk or table.

Regularly:

Walk, stand, or stoop.
Drive a motor vehicle.
Work for sustained periods of time maintaining concentrated attention to detail.

Occasionally:

Lift or otherwise move objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building. Work exposes incumbent to unknown, dangerous, and/or life threatening conditions. Work exposes incumbent to possible bodily injury from potentially hostile environments.

EDUCATION AND EXPERIENCE

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.

Selected applicants may be subject to a background check and fingerprinting.

CLASS TITLE: CRIMINAL DIVISION CHIEF
CLASS CODE: 1021
PAGE 3

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

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.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.