

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ATTORNEY I - II - III - IV  
CLASS CODE: CRIMINAL I - 2000 CIVIL I - 2007  
CRIMINAL II - 2001 CIVIL II - 2008  
CRIMINAL III - 2002 CIVIL III - 2009  
CRIMINAL IV - 2004 CIVIL IV - 2003

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 03/10/2016 (REVISED 10/21/2014 VERSION)  
DEPARTMENT: COUNTY ATTORNEY

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### 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.

### CLASS CHARACTERISTICS

Attorney I - This is the entry and training classification level for attorneys possessing a J.D. degree and Utah State Bar Association membership.

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.

Attorney III - This is the attorney classification level responsible to perform assignments with less supervision and guidance than the Attorney II level; works with higher-level attorneys on difficult cases as a form of training.

Attorney IV - This is a work leader attorney classification level responsible to independently perform or lead assignments and provide guidance/direction to other attorneys.

### ESSENTIAL FUNCTIONS

#### Criminal Attorney

- Prosecutes criminal offenses in the District, Circuit, and Justice Court systems and argues misdemeanor appeals before the appellate courts.
- Represents the State at hearings, arraignments, entry of plea, orders to show cause, waiver hearings, pretrial conferences, preliminary hearings, trials, misdemeanor appeals, and court calendars and fills in for other attorneys as needed.
- Reviews files, screens police reports, investigates crime scenes, and interviews law enforcement officers, victims, and witnesses.
- Evaluates cases under investigation by police agencies regarding the existence, nature, and degree of offenses.
- Consults with staff attorneys and police officers regarding the charging of offenses and authorizes the issuance of criminal charges.
- Evaluates the strengths and weaknesses of the prosecution's case and prepares cases for presentation in court.
- Performs legal research and prepares written pleadings and memoranda for each case.

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|                     | <b>CRIMINAL II - 2001</b>         | <b>CIVIL II - 2008</b>  |
|                     | <b>CRIMINAL III - 2002</b>        | <b>CIVIL III - 2009</b> |
|                     | <b>CRIMINAL IV - 2004</b>         | <b>CIVIL IV - 2003</b>  |

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- Negotiates case resolution with defendants and with defense counsel.
- Assists, advises, and trains law enforcement agencies on preliminary matters and the development of investigations for charging purposes.
- Prepares administrative and investigative subpoenas.
- Reviews requests for search warrants, wire taps, arrest warrants, and subpoenas and approves requests for extraditions.
- Performs mandatory on-call duties on a rotating basis as assigned and travels between locations as required.
- Meets with law enforcement officers, government agencies, the public, and other office staffs and attends required meetings and seminars.
- Maintains knowledge and skill levels in current case decisions and legislation.
- Performs civil attorney duties as assigned.

### **Civil Attorney**

- 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.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**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.

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### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 20 pounds; Regularly drives a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

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; and Work may expose incumbent to unknown, dangerous, and/or hostile conditions.

### **EDUCATION AND EXPERIENCE**

#### **Attorney I**

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

#### **Attorney II**

Criminal - Equivalent to a J.D. degree from an accredited law school; and one (1) year work experience as a criminal justice attorney.

Civil - Equivalent to a J.D. degree from an accredited law school; and one (1) year of legal experience including trial experience.

#### **Attorney III**

Criminal - Equivalent to a J.D. degree from an accredited law school; and four (4) years experience as a prosecutor or litigator including felony trial experience in a District Court.

Civil - Equivalent to a J.D. degree from an accredited law school; and four (4) years of legal experience including trial experience in a District Court.

#### **Attorney IV**

Criminal - Equivalent to a J.D. degree from an accredited law school; and seven (7) years experience as a prosecutor or litigator including felony trial experience in a District Court.

Civil - Equivalent to a J.D. degree from an accredited law school; and seven (7) years of legal experience including civil trial and appellate experience.

#### **Attorney II, III, and IV**

A graduate degree in Public Administration or another appropriate graduate degree, or professional work experience in a field that closely relates to the incumbent's work assignment, may be substituted for one (1) year of legal experience.

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#### **LICENSING AND CERTIFICATION**

Incumbent must successfully complete mandatory continuing legal education (CLE) training every two (2) years.

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.