

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: SUPERVISING ATTORNEY
CLASS CODE: 2700
EFFECTIVE DATE: 12/18/2007
MARKET POINT: Based on applicable market study

DEPARTMENT: Attorney

JOB SUMMARY

Performs complex legal and trial work and supervises the operations and personnel of a trial team consisting of prosecutors and support staff.

CLASS CHARACTERISTICS

This is a supervisory attorney classification responsible to independently perform complex legal and/or trial work and to supervise other attorneys and personnel.

ESSENTIAL FUNCTIONS

Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure; conducts team meetings.

Maintains a complex caseload and performs all duties of an Attorney IV.

Prosecutes criminal offenses including complex crimes in the District, Juvenile and Justice Court systems and in appellate courts when necessary.

Represents the State and County at hearings and trials related to criminal offenses.

Reviews files, screens police reports, assists during the investigation of crime scenes, and interviews law enforcement officers, victims, and witnesses.

Acts as a liaison, advisor, and legal trainer to assigned police agencies and supervises other attorneys as they perform the duties of liaison, advisor, and trainer with their assigned police agencies.

Conducts complex research to provide accurate and timely legal memoranda and opinions to other governmental departments, agencies, and officials and to the courts.

Files and prosecutes civil and criminal legal actions

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to: maintain cooperative working relationships with those contacted in the course of work activities; effectively supervise; communicate effectively verbally and in writing; maintain files, records, and reports; and coordinate multiple tasks efficiently. **Knowledge of:** local government law; civil and criminal statutes; the principles and practices of budgeting, time management, and supervisory techniques; and litigation proceedings including rules of civil procedures, evidence, criminal procedure, juvenile procedure, appellate procedure, and the criminal code. **Skill in:** litigation and trial advocacy; conducting legal research; legal writing including legal briefs and memorandums; decision making in adversarial circumstances and analytical problem solving; and document composition.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull, or

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otherwise move objects weighing up to 20 pounds; Regularly drive 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; Work exposes incumbent to possible bodily injury and unknown, dangerous, and/or life threatening conditions from potentially hostile situations.

EDUCATION AND EXPERIENCE

Requires a J.D. degree from an accredited law school and eight (8) years' experience practicing law that includes significant criminal trial practice at the state and/or federal level or significant experience in civil litigation and/or local government law.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicant must possess and maintain valid membership in the Utah State Bar Association and in the Federal Bar Association for Utah. 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.