

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CHIEF DEPUTY - COUNTY ATTORNEY
CLASS CODE: 1022
EFFECTIVE DATE: 01/16/2007
MARKET POINT: Based on applicable market study

DEPARTMENT: Attorney

JOB SUMMARY

Oversees the operations and personnel of the Criminal Division including the Investigations Bureau. May oversee Civil Division matters in the absence of the County Attorney.

CLASS CHARACTERISTICS

Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Attorney in the event of his or her absence or disability.

ESSENTIAL FUNCTIONS

Supervises the attorneys, secretaries, and support staff of the Criminal Division. Acts as trial attorney for criminal prosecutions and advises the County Attorney on legal issues involving criminal prosecutions in Utah County.

Supervises the investigators and support staff of the Investigations Bureau. Directs and coordinates investigations conducted by the bureau and advises the County Attorney on the legal issues involved.

Supervises personnel and activities of the Civil Division and advises the elected officials on the legal aspects of county government at the direction, or in the absence, of the County Attorney.

Advises and assists the County Attorney in matters of office administration including the development, implementation, and enforcement of office policies and procedures.

Represents the State of Utah and Utah County in the prosecution of criminal violations.

Assists with staffing decisions including hiring, training, performance evaluation, scheduling of workload, delegation of assignments, and retention of assigned personnel.

Prepares the Criminal Division budget.

Coordinates continuing legal education for subordinate attorneys and continuing peace officer training for investigators.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities; Knowledge of local government law; Knowledge of criminal statutes; Knowledge of the principle and practices of budgeting, time management, and supervisory techniques; Knowledge of litigation proceedings including rules of civil procedures, 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; Skill in conducting legal research; Skill in legal writing including legal briefs and memos; Skill in analytical problem solving; Skill in decision making in adversarial circumstances; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Skill in document composition; and Ability to 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 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 unknown, dangerous, and/or life threatening conditions; and 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 experience in both criminal trial practice and local government law.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Must possess valid membership in the Utah State Bar Association and a valid State of Utah driver's license.

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.