

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY  
CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
LAW CLERK/MISDEMEANOR PROSECUTOR	SALARY \$22.00/HR/DOQ	11-07-2014

GENERAL PURPOSE Under supervision of the Weber County Attorney, performs criminal and civil research and writing for the criminal and civil divisions of the Weber County Attorneys Office "CAO." Gathers and analyzes case law, legislation, administrative law and other relevant material for the purpose of drafting opinions, motions and other documents related to the work within the CAO. May assist in preparing complaints, warrants and subpoenas and performs misdemeanor prosecutions. Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS Successful completion of the of law school at an accredited law school and license to practice law in the State of Utah.

SPECIAL QUALIFICATIONS: Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code. Must possess a valid Utah driver's license.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of: general law, state statutes and case law precedents, sources of legal research and reference, court procedures and rules, the Uniform Rules of Civil Procedures, Criminal Procedure and Utah Rules of Evidence.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: apply legal principles and knowledge to individualized cases, analyze, appraise and organize facts, evidence and precedents and apply them to legal issues, write briefs, legal memoranda and opinions clearly, concisely and grammatically correct, speak clearly and concisely, establish and maintain effective working relationships supervisors, other employees, administrative and court officials and the general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

POSITION CLOSES: November 21, 2014

APPLICATION AND RESUME MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED