

CONCERNED WITH JOB RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
<b>PROSECUTOR</b>	Depends on Qualifications	11-07-2014
WEBER COUNTY ATTORNEY'S OFFICE - FULL-TIME WITH BENEFITS		

**JOB SUMMARY**

Under general guidance and direction of a County Attorney, performs routine professional legal work in civil or criminal cases in the County Attorney's Office. **MAJOR DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Prosecutes the civil or criminal cases in Justice, Juvenile or District Court. Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations and other legal matters pertaining to cases; interviews witnesses; presents evidence against accused to grand jury for indictment or release of accused as required; appears against accused in a court of law and presents evidence before judge and jury. Prepares and issues complaints, warrants and subpoenas; provides legal advice and prepares formal legal opinions on wide range of problems for various county departments and law enforcement agencies; drafts ordinances, contracts and other documents; investigates unattended deaths. Talks to and consults with private citizens; attends board and public meetings and gives legal advice. Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS** Graduation from an accredited law school with a Juris Doctor Degree. AND some experience is preferred

Working knowledge of general law, state statutes and case law precedents; working knowledge of sources of legal research and references; working knowledge of court procedure and rules; working knowledge of the Uniform Rules of Civil Procedure, Criminal Procedure, and Utah Rules of Evidence.

Ability to apply legal principles and knowledge to individual cases; ability to analyze, appraise and organize facts, evidence, and precedents and apply them to legal issues; ability to write briefs, legal memoranda, and opinions clearly, concisely, and grammatically correct; ability to speak clearly and concisely.

**SPECIAL QUALIFICATIONS** Must be a member of the Utah Bar Association. 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.

**TOOLS AND EQUIPMENT USED** Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

**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 10 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 moderately quiet.

POSITION CLOSES: November 21, 2014

**APPLICATION MUST BE SUBMITTED TO:**

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

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG TESTING REQUIRED