

WINONA COUNTY CLASSIFICATION DESCRIPTION

Classification: Assistant County Attorney I

Characteristics of Class:

To perform legal and advisory services, including both criminal and civil law as prescribed by County Attorney to accomplish effective representation of state, county, and county personnel.

Supervisory Controls:

Work is performed under general direction of the County Attorney. An employee in this class defines and implements the best acceptable alternatives for problems encountered by county officials, department heads, and employees. Determines and administers justice to those alleged to have violated the criminal laws of the state. Keeps abreast of the new and ever-changing laws, court decisions, rules and regulations. An employee in this class may oversee secretaries, paralegals, interns, and volunteers.

Example of Duties:

Any one position may not include all the duties listed, nor do the examples listed in their relative order of importance include all duties, which may be found in positions of this class.

- Identify, define, evaluate, and effectively resolve problems facing county officials, department heads, and employees; determine alternative courses of action and effectively recommend the most advantageous course of action by the officer, department head, or employee faced with the problem; proceed to assist in implementation of the solution.
- Perform committee and outreach work at the local, regional, and state level that furthers the effectiveness of County services in the criminal justice system, and child support, child protection, and other legal work areas at the direction and under the supervision of the County Attorney.
- Monitor operations of county officers, department heads, and employees to ensure compliance with law.
- Represent county in litigation, including pleadings, motions, legal research, and court appearances; prepare cases for trial by analyzing investigator reports, interviewing persons involved, drafting legal documents, presenting evidence and arguments in court, and authority to negotiate settlements when determined appropriate, as well as represent county and state in civil and criminal appeals in matters not resolved at trial court level.
- Review drafts and negotiate contracts and other legal documents for the county.
- Study, interpret, and apply laws, decisions, rules of court, and other authorities in preparation of cases, opinions, and briefs.
- Handle less complex cases, including criminal prosecution and civil legal work.
- Any other duties as assigned.

Required Knowledge, Skills, and Abilities:

Any combination of training and experience providing the following knowledge, skills, and abilities.

- Skill in interpersonal relationships.
- Knowledge of civil and criminal or juvenile laws.
- Knowledge of the principles, methods, and practices of legal research.
- Knowledge of the pleadings and practice of effective presentation of court cases.
- Ability to appraise and organize facts and to present evidence and other material in written or oral form.
- Skill in conducting legal research, analysis of data, determination of proper courses of action, and presentation of facts and arguments.
- Ability to negotiate.

For Full Performance:

Under the supervision of the County Attorney, initiate and settle litigation and effectively recommend courses of action to county officials, department heads, and employees subject to a broad policy and general guidance by the County Attorney, State Statute, and case law.

For Pre-Employment:

- Graduate of accredited college of law; licensed to practice law in Minnesota.
- Must possess and maintain a valid driver's license.
- Must pass a personal background investigation.

Working Conditions:

- Extraordinary effort is expended in preparation for and during trial, appeals, and some public meetings and hearings.
- Travel required for meetings, conferences, litigation, and research.

Safety and Training Requirements:

The County expects each individual employee to cooperate in every respect with the Safety Program so that the operations may be carried on in such a manner as to ensure the safety of all employees. The employee's responsibility is to be consistent with OSHA regulations, the Winona County Personnel Policies and Procedures Manual, the countywide safety rules, department safety rules, and specific job training.

Behavior Standard

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, and management.

July 24, 2023 | 11:10 AM CDT

Date Approved

DocuSigned by:

Maureen L. Holte

County Administrator

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A

The physical mobility requirements of this job are to spend:

6.5	Hours a day sitting
1	Hours a day standing
.5	Hours a day walking
	Hours a day kneeling
	Hours a day stooping
1	Miles a day walked
	Feet climbed using a ladder
	Feet climbed on an incline
240	Feet climbed using stairs

Section B

The physical effort requirements of this job are:

# of pounds lifted	
5	Pounds lifted waist high
	Pounds lifted shoulder high
	Pounds lifted above the head
Pounds are ...	
	Pounds are carried alone
	Pounds are carried with someone else
	Distance weight must be carried (feet)
	Pounds are pushed
	Pounds are pulled
	Pounds are held

Section C

The physical dexterity requirements of the job are to operate:

X	A telephone
X	Computer/electronic equipment
X	Hand tools
	Electric tools
X	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

Critical	Useful	
X		See
		Distinguish colors
X		Hear or listen
		Taste
		Smell
		Touch
X		Speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	Reading	X	Analyzing data
X	Writing	X	Searching for solutions
X	Basic arithmetic	X	Creating methodologies
X	Mathematics	X	Conducting research
	Weight and/or measuring	X	Managing resources
X	Visualizing conclusions	X	Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are:

5	Hours a day spent working under time pressure
5	Hours a day spent working rapidly
100	% of time spent indoors
	% of time spent outdoors
	% of time spent in an automotive vehicle
50	% of time spent at a desk, bench or window
50	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
	The condition of the air is normal/average
	The condition of the air is dusty/dirty
	The condition of the air is wet/humid
	The condition of the air is affected by fumes, smoke, etc.

X	The noise level is normal
	The noise level is loud, requiring ear protection
	The surface of the working environment is level
	The surface of the working environment is sloping
	The surface of the working environment is uneven
	The surface of the working environment is slippery

Part V: Additional Comments: