

# McHenry County, North Dakota

## CLASS SPECIFICATION TITLE: State's Attorney

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
<b>CLASS SUMMARY:</b> This class provides overall leadership, oversight and direction of the State's Attorney Office. Incumbent prosecutes criminal cases for the State and provides legal advice to the County Commission and department heads. <b>THIS IS AN ELECTED POSITION.</b>			

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.) As per NDCC 11-16.		<u>FRE- QUENCY</u>	<u>BAND/ GRADE</u>
1.	Represents County Commission and departments, clients and others in legal matters that come to the attention of the County Attorney's office, including reviewing files; drafting complaints and litigation documents; engaging in negotiation; reviewing and drafting contracts; researching and preparing memoranda; interviewing witnesses; and appearing in court.	Daily 60%	N/B
2.	Participates in criminal, mental health, juvenile court and child support proceedings; and traffic offense trials.	Daily 20%	
3.	Conducts legal research and prepares legal opinions.	Daily 20%	
4.	Performs other duties of a similar nature or level.	As Required	

<b>TRAINING AND EXPERIENCE</b> (positions in this class typically require): Juris Doctorate.
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<b>LICENSING REQUIREMENTS</b> (positions in this class typically require): <ul style="list-style-type: none"> <li>• License to practice law in North Dakota</li> </ul>
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<b>KNOWLEDGE</b> (position requirements at entry): Knowledge of: <ul style="list-style-type: none"> <li>• Applicable Federal, State, and local laws, rules, and regulations;</li> <li>• County government operations and related North Dakota Statutes;</li> <li>• Judicial and administrative procedures and rules of evidence;</li> <li>• Computers and related software applications.</li> </ul>
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#### **SKILLS** (position requirements at entry):

Skill in:

- Applying Federal and State laws, rules, and regulations;
- Advising County Board, departments and employees on legal matters;
- Conducting legal research;
- Organizing and presenting cases for trial;
- Preparing legal documents;
- Presenting legal arguments in support of legal positions;
- Analyzing facts, evidence, and legal instruments;
- Analyzing legal problems and rendering formal opinions;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subject to travel.

#### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **CLASSIFICATION HISTORY:**

Draft prepared by Fox Lawson & Associates a Division of Gallagher Benefit Services, Inc.  
(GLM)

Date: (08/12)