

Monona County
Employer's Job Description
(New 11-2022)

Name: _____ **Department:** County Attorney
Position Title: Assistant County Attorney **Pay Grade:** TBD
Status: Salaried / Exempt **Reports To:** County Attorney

Primary Purpose of Position

The primary purpose of this position is to perform all the duties and assignments that may be assigned by the Monona County Attorney.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Attorney:

- Performs all duties set out in Iowa Code section 331.756 and other duties assigned by the County Attorney
- Duties assigned by the Board of Supervisors, or by any court
- Prosecuting criminal cases in district, district associate, or magistrate court
- Handling juvenile, mental health/substance abuse, guardianship, dependent adult abuse, and postconviction relief cases on behalf of the state and county
- Giving advice and representation to the county on lawsuits, claims, transactions, and other civil matters
- Pursuing debt collection for overdue taxes, fines, jail fees, and other amounts due to the state or county
- Appearing for all Monona County court proceedings in which the state or county is a party
- Mediating truanancies
- Answering phone calls from and giving advice to law enforcement personnel at any time of the day or night
- Working with victims of crime, attorneys, pro-se litigants, and members of the public in ways that promote positive public perception of the County Attorney's Office and the justice system in general, while adhering to all requirements of the law
- Communicating in the English language audibly and by mail, telephone, email, and other means
- Performing all other duties as assigned or directed

Knowledge, Skills, & Abilities:

Must possess the following knowledge, skills, and abilities, or be able to explain and demonstrate the ability to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements, with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- Remain in a stationary position 80% of the time
- Occasionally move about inside the office to access file cabinets, office equipment, etc.
- Move to the courtroom, various county offices, and locations outside the courthouse
- Communicate information and ideas so others will understand, and exchange accurate information
- Observe details at close range (within a few feet of the observer) and at a distance (within 50 feet of the observer)
- Draft, edit, and finalize legal writings using proper English language, legal writing techniques, and legal terminology
- Be aware of and prepare for scheduled court proceedings, meetings, and other time commitments

Minimum Training and Experience Required to Perform Essential Job Functions

Completed law school and possess a valid license to practice law in the State of Iowa which current and in good-standing. Excellent skills with all computer programs including all Microsoft Office, Excel, Outlook, and PowerPoint programs. A valid Iowa motor vehicle operator's license and proof of insurance.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to exhibit strong skills in communications and understanding people.

Ability to remain calm and professional in stressful situations when dealing with the public and others.

Ability to communicate professionally and courteously with the general public and clients.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with regulations, ordinances and law and to efficiently process data, records and reports.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert light to medium physical activity, and able to lift and carry materials and sit for long periods of time, climb steps, and exposure to injury is possible.

Vision abilities required by this job include close vision, color vision and the ability to adjust and focus.

Environmental Conditions

Perform work indoors in office, conference room, or courtroom settings. Occasional travel and being outside during inclement Iowa weather may be required.

Compliance

Compliance with employer policies, department work rules, and supervisor directives.

Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Acknowledgement

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Assistant County Attorney Signature

County Attorney

Date: _____