

ATTORNEY

NATURE OF WORK

This is experienced professional legal work as an attorney on the County Attorney's legal staff.

Work may involve independent responsibility for the preparation and conduct of criminal and civil cases, or the defense of felony and misdemeanor criminal cases. Employees may have responsibility for any one of the following: recognizing and researching legal issues, conducting investigations, advising clients, interviewing witnesses, advising administrative officials and employees on legal questions and preparing legal opinions, trying quasi-criminal traffic cases and other offenses of felony and misdemeanor status, acting as attorney for client at trial and on appeal, and preparing legal work involved in land acquisition. Work involved independent action and great overall complexity. General supervision is received from the department head, with work evaluated in terms of effectiveness of preparation and presentation of cases and results achieved. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Perform complex legal research; prepare ordinances, resolutions, contracts, leases and memoranda for study and consideration by the department head or other county officials; advise department official and employees on legal questions and prepare legal opinions.

Interview and provide clients with legal counsel; keep client informed of the progress of the case and the various options for disposition; prepare assigned cases for trial, take depositions, prepare briefs and pleadings, supervise supplemental investigations, and prosecute/defend cases.

Conduct investigations and research facts of the case as warranted; interview and prepare expert and other witnesses for preliminary hearings, pre-trial hearings and trials.

Gather facts, review investigation reports, examine files and answer correspondence; prepare and prosecute/defend cases in County and higher courts; negotiate with prosecutors/defense attorneys and resolve cases in the client's best interest.

Participate in decisions to seek review of adverse decisions through appellate courts; provided presentations at sentencing including innovative alternative sentencing proposals.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of constitutional law, state and statutory law, City and County ordinances and accepted court interpretations of the same.

ATTORNEY

Considerable knowledge of judicial procedures, rules of evidence and court rules.

Considerable knowledge of the duties and ethics of the attorney as an advocate for the client.

Considerable knowledge of the organization, functions and legal limitations on the authority of various County departments.

Ability to analyze, appraise and organize the facts, evidence and precedence concerning cases; and to present such material orally or in writing, in a clear and logical form.

Ability to present and argue cases in court.

Ability to analyze cases for their value as legal precedence, and to determine which cases the client/County should appeal and on which grounds the appeal should rest.

Ability to establish and maintain effective working relationships with clients, the public, co-workers and justice system personnel.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited College of Law and considerable experience as a practicing attorney, including experience in municipal or County legal research and trial work or in juvenile defense, misdemeanor defense, defense in child support contempt actions, paternity actions, and mental health commitment actions.

MINIMUM QUALIFICATIONS

Graduation from an accredited College of Law with experience as a practicing attorney.

NECESSARY SPECIAL REQUIREMENT

Membership in the Nebraska State Bar Association with eligibility to practice law in the State of Nebraska.

SPECIAL REQUIREMENTS

Will be required to pass NIMS (National Incident Management System) training.

Employee Signature: _____

Date: _____