



MINNEHAHA COUNTY

Job Title: **Deputy State's Attorney**
Department: States Attorney
Reports To: Chief Criminal Deputy State's Attorney
FLSA Classification: Exempt
Revision Date: 06/09/2017

This job description indicates, in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. It may be modified at any time at the discretion of the Department Head and Human Resources.

Position Summary

The Deputy State's Attorney performs routine professional legal work in the prosecution of civil and criminal crimes, juvenile crimes, and juvenile abuse and neglect cases in Minnehaha County. Actual responsibilities of the Deputy State's Attorney vary dependent upon vacant position but may include reviewing offenses and evidence to make determination on charges and prosecuting violations of state law; reviewing requests for petitions and determining appropriate course of action; making recommendations for child custody and parental rights; and attending legal proceedings.

Position Requirements

Minimum Qualifications:

Graduation from a college of law. Attainment of a Juris Doctorate degree from an accredited law school. Admission by the Supreme Court of South Dakota to practice law in the state of South Dakota; or be licensed to practice law in any other state and able to take the next available South Dakota bar examination; or be a recent or imminent law school graduate, eligible to sit for the next available South Dakota bar examination. Comparable combination of education and experience may be considered. Must successfully complete pre-employment background process.

Preferred Qualifications:

Strong oral argument skills.

Knowledge, Skills, and Abilities:

Working knowledge of civil and criminal law and methods and practices of pleadings, court procedures, and rules of evidence. Working knowledge of principles, methods, materials, and practices utilized in legal research. Working knowledge of general law and established precedents. Ability to prosecute cases. Ability to speak and write effectively in the preparation and presentation of legal matters. Ability to establish and maintain effective working relationships with coworkers, other agencies, and the public. Ability to maintain professional appearance and demeanor.

Essential Functions

Essential functions are critical or fundamental to the performance of the job. The following list includes the major functions for which the person in this position is held accountable. Actual daily time spent in any activity fluctuates depending on assigned responsibilities and the particular position within the department. The position may also include other duties as assigned. Incidental or non-essential functions are not included.

- Prepare and manage a caseload of predominantly misdemeanor cases, low-level felonies, juvenile violation cases, and juvenile abuse and neglect cases. Present cases for legal proceedings. Perform legal research. Prepare, draft, and file legal documents and correspondence.
- Review offenses, police reports, and evidence to make determination on charges. Prepare, send, and track subpoenas for witnesses and records. Prepare and interview witnesses for legal proceedings. Select jurors.
- Stay informed on changes in relevant law and statutes and proposed legislation and policy pertaining to criminal law, juvenile delinquency, and juvenile abuse and neglect. Draft proposed legislation. Appear before legislative committees.
- Communicate, correspond, and collaborate with parties involved in cases including victims, parents, school personnel, attorneys, court personnel, and law enforcement regarding procedures and actions for those cases. Respond to inquiries from the public and the media.
- Make recommendations for custody, parental rights, sentences, and restitution.
- Represent the State's Attorney's Office at public, private, and inter-governmental programs and events. Communicate with the media and prepare press releases. Serve on boards, panels, and task forces.
- Train and educate volunteers, law enforcement, and social workers on their roles and duties on legal issues and the court process duties. Train interns. Supervise clerical staff and interns.
- Answer, handle, or direct phone calls and walk-in traffic from clients and the general public regarding legal concerns and questions.

Work Environment

The work environment is a standard office setting. Ability to use computer screen and keyboard for extended periods of time.

Department Approval

Approved by: MCGOWAN, AARON

Title: STATE'S ATTORNEY

Date: 01/11/2016