

UNION COUNTY Deputy State's Attorney

ANTICIPATED SALARY RANGE: \$3,750 - \$4,166 Monthly

Opening Date: 3/26/15

Closing Date: 4/17/15

GENERAL INFORMATION:

The Union County State's Attorney's Office seeks applicants for the position of Deputy State's Attorney to perform professional legal work on behalf of Union County and county departments in civil and criminal court, and administrative proceedings. The Union County State's Attorney's Office has a high case volume for each attorney position. Responsibilities shall include providing legal advice and representation to county officials and staff, working with law enforcement, as well as members of the community in the preparation of criminal cases, legal research and writing, motion preparation, litigating cases in court, and assisting with drafting, filing and presenting proposed legislation.

EXAMPLES OF DUTIES INCLUDE:

Prosecute violations of state law including felony, misdemeanor, juvenile violations, and juvenile abuse and neglect cases. Review police reports and evidence to make determination on charges and prepare subpoenas for witnesses. Make recommendations for child placement and supervision terms in juvenile cases. Perform legal research, prepare and file legal documents and correspondence. Draft proposed legislations and appear before legislative committees. Prepare press releases and communicate with the media. Give direction to support staff, provide educational instruction to interns, externs, volunteers, law enforcement, and social workers. Other duties as assigned.

MINIMUM QUALIFICATIONS:

Law degree from an ABA-accredited school of law, and admission by the Supreme Court of South Dakota to practice law in the state of South Dakota; **OR** a recent law school graduate from an ABA-accredited school of law, eligible to sit for the next available South Dakota bar examination. Successful applicant must have working knowledge of civil and criminal law, methods of and practices of pleadings; court procedures and rules of evidence; principles, methods, materials and practices utilized in legal research; general law and established precedent; and the ability to prosecute cases. Must have strong oral and written communication skills, especially in the area of preparation and presentation of legal matters; ability to work with minimal direction, as well as the ability to work as part of a team; and the ability to organize and prioritize. Applicant must maintain a professional appearance and demeanor at work and in court. A successful applicant must maintain professionalism in all forms of communication towards this office as well as with other attorneys, officials, other professionals, and the public.

PREFERRED QUALIFICATIONS:

Strong oral argument skills, experience in complex criminal issues, jury trial experience, and experience with complex civil/government litigation issues.

UNION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION PROCEDURE:

Application materials must be received by the closing date. Applications may be submitted by:

Email to: JerryMiller@ucsa.us Subject line: APPLICATION

OR mailed to:

APPLICATION

Union County State's Attorney
209 East Main Street ~ Suite 140
Elk Point, SD 57025

1) Submit resume, 2) cover letter addressing required qualifications, 3) complete contact information for at least 3 professional references, and 4) provide a writing sample not to exceed 5 pages relating to a criminal or governmental issue (i.e. Resistance to a Defense's Motion to Suppress; Motion to Suppress (with supporting authorities); Miranda Issues; Consent Issues; Planning and Zoning Issues; and Governmental Taking Issues, just to name a few). Incomplete applications will not be considered.

