



JOB POSTING

CARBON COUNTY DEPUTY ATTORNEY

The Carbon County Attorney's Office is seeking a full-time Deputy County Attorney to prosecute criminal cases in Carbon County's District and Justice Courts. The attorney may also occasionally prosecute juvenile delinquency cases, may appear in local specialty courts, such as drug court or mental health court, and may handle some civil and administrative matters. The selected attorney must be self-motivated and willing to assume responsibility for the successful completion of all tasks in assigned cases.

The selected attorney will be expected to work at the physical offices of the Carbon County Attorney's Office, Monday through Friday, at 751 East 100 North, Price, Utah. This is NOT a remote or work from home position. Starting salary will be between \$70,000 to \$125,000 annually, depending on qualifications and experience. Two or more years of criminal law experience is preferred but not required.

Carbon County provides a full range of benefits, including participation in Utah Retirement Systems plans; vacation and sick leave; medical, dental and vision insurance; and disability and life insurance.

RESPONSIBILITIES:

The selected attorney will be responsible to undertake and complete the following tasks:

1. Prosecute misdemeanor and felony criminal violations in the Carbon County District, Justice and Juvenile Courts, from the investigative and screening stage to completion, by performing some or all of the following tasks as necessary:
 - Review, revise and prepare search warrants, investigative warrants and subpoenas;
 - Screen case reports and other discovery to prepare the filing of the information; determine whether to file criminal charges and communicate grounds for declination of prosecution to involved parties when applicable;
 - Meet with police officers, investigators, expert and lay witnesses and victims of crime to gather and marshal evidence for trial and other evidentiary hearings; explain court procedures and the criminal justice process to involved parties;

- Meet frequently with other office attorneys and office staff to coordinate case responsibilities and discuss and develop case strategy;
 - Negotiate plea agreements with defense counsel and *pro se* defendants;
 - Perform legal research related to all phases of the case;
 - Write and argue motions, briefs, jury instructions, and other pleadings for all stages of a criminal case;
 - Prepare for and conduct all aspects of jury trials, bench trials, evidentiary hearings and motion hearings;
 - Develop sentencing recommendations
 - Attend weekly law and motion sessions of the local courts to handle arraignments, waiver hearings, detention hearings, sentencing hearings, orders to show cause, suppression hearings, and appear for special settings when scheduled by the Court.
2. Assist with trainings of office staff and law enforcement personnel.
 3. When required, perform civil governmental work, including the preparation of complaints, petitions, briefs, motions, responses to GRAMA requests, and other pleadings and correspondence in civil matters on behalf of Carbon County and Carbon County elected officials; advise the Board of Commissioners and other County officials and department heads; attend occasional County Commission meetings and other departmental or public meetings; prepare ordinances, resolutions, contracts, and correspondence on behalf of County officials and department heads; and perform civil government legal research and other tasks on behalf of Carbon County.
 4. Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Must have substantial knowledge of Utah criminal law and procedure, rules of evidence, court rules, rules of professional responsibility, and methods of trial practice. Applicants with two years or more of criminal law experience will be preferred.
2. Must be able to independently manage a large caseload of criminal litigation matters, including caseloads in more than one court, while following office policy and working under the direction of the County Attorney and other assigned supervisors to ensure the administration of justice.
3. Must be able to work cooperatively and productively with clerical and administrative support staff to efficiently complete job duties.
4. Must be able to work efficiently, resourcefully, and ethically, often in stressful situations, include situations involving multiple deadlines, frequent interruptions, and meetings or phone calls with distraught persons.

5. Must be able to exercise mature and dispassionate prosecutorial discretion and assume responsibility for all aspects of cases while assuming initiative and creativity in problem solving and decision making.
6. Must have excellent interpersonal skills and be able to communicate and coordinate with law enforcement officers, elected officials, victims of crime, witnesses and the general public; must be able to deal diplomatically with the media and *pro se* defendants.
7. Must be able to present facts, evidence, and legal principles in an organized, analytical and persuasive manner, both in writing and while giving oral presentations during court hearings, trials before judges and juries, and at trainings of office staff or law enforcement officers.

PHYSICAL SKILLS AND REQUIREMENTS

Required physical duties include being able to use a computer and various computer programs for word processing, legal research, e-mailing, calendaring, and digital file management. Occasional tasks may include the operation of copy or fax machines and lifting or carrying books, files, and other items. Other physical requirements include prolonged sitting or standing at a desk or computer terminal, occasional driving to courts of venue, and occasional walking between county departments in the County Administration Building.

ESSENTIAL QUALIFICATIONS:

Must hold a Juris Doctorate degree from an ABA accredited law school.

SPECIAL QUALIFICATIONS

Must hold and maintain an active license in good standing with the Utah State Bar.

Please email Kellie Payne at: kellie.payne@carbon.utah.gov for an application and a copy of the job description. Applicants should provide a current CV with their application.

Applications may be submitted until the position is filled.

CARBON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER