

Clinton County, Iowa  
Job Description  
Assistant County Attorney

Job Title: Assistant County Attorney	Reports to: County Attorney
Department: Attorney	Pay Band: Experience/Budget C44
Revision Date: 5/15/2024	FLSA: Exempt

**SUMMARY:** The purpose of this position is devoted to conducting criminal prosecution and civil lawsuits, preparing legal documents, representing the Iowa Department of Health and Human Services as required by Iowa Code, advising county public officials and law enforcement officers as to legal rights, practicing other phases of law, and performing additional tasks as may be assigned by the County Attorney.

**Essential Job Duties and Responsibilities:**

- Represents the Iowa Department of Health and Human Services in all matters related to Children in Need of Assistance, Child Protective Services, and Dependent Adult Abuse.
- Handles all matters related to Juvenile Delinquency in Juvenile and Adult Court.
- Handles the Clinton County Truancy Program with all Clinton County School Districts (public as well as private) and coordinates all juvenile legal matters with School Resource Officers throughout the county. In addition, advises and assists the State of Iowa Juvenile Court Resource Officers; as well as juvenile detention centers.
- Represents the State of Iowa, as well as Clinton County Iowa, in all State of Iowa Courts, including, Magistrate, Associate, Juvenile, and District Court.
- Represents the State of Iowa in other counties as special prosecutor in conflict-of-interest cases if so assigned by the county attorney.
- Remains on call to assist the county attorney 24/7/365.
- Advises law enforcement officers concerning criminal investigations.
- Assists in the preparation of search warrants and criminal complaints.
- Prepares trial information and conducts Grand Jury investigations.
- Prepares and concludes asset forfeiture cases.
- Conducts training seminars for juvenile court and law enforcement officers concerning criminal investigation techniques and their impact on prosecution.
- Gathers evidence in civil, criminal, juvenile, and other cases to formulate defense or to initiate prosecution or other legal action.

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- Conducts research; interviews clients, victims, and witnesses; and handles other details in preparation for trial.
- Prepares legal motions and briefs, develops strategy, arguments, and testimony in preparation for presentation of cases on behalf of the County Attorney's Office in all court matters including juvenile, civil and administrative, as designated by the County Attorney.
- Represents Clinton County in court, and before quasi-judicial or administrative agencies of government.
- Interprets laws, rulings, and regulations for law enforcement officers and agencies in Clinton County.
- Confers with colleagues with specialty in area of lawsuit, including but not limited to Iowa Attorney General's Office, to establish and verify basis for legal proceedings.
- Reviews submitted citations and investigation reports for determination of charge and preparation of trial information.
- Represents state agencies as required by Iowa Code.
- Other duties as assigned or required.

### **Minimum Qualifications Requirements - (Education and Experience):**

- Juris Doctor Degree or equivalent and license to practice law in the State of Iowa.
  - Experience as a prosecutor is preferred.

### **Minimum Qualifications – (Knowledge, Skills and Abilities):**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed as follows are representative of the knowledge, skill and ability required.

- Knowledge of computer word processing, database applications, state and local agency database and electronic filing systems, video and audio equipment.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries and complaints.
- Ability to write legal documents, speeches and articles using original or innovative techniques or styles.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to public officials and public groups.
- Ability to represent Clinton County in a professional manner.
- Ability to interact and deal effectively with staff, general public, business and professional contacts, and law enforcement officials doing business with the office or courts.
- The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Language Skills:**

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- Ability to communicate effectively with co-workers and the general public.
- Ability to deal with the general public in a tactful and courteous manner.
- Ability to properly and effectively communicate verbally and in writing.

### Reasoning Ability:

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.

### **Work Environment:**

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.
- Working with the public can cause exposure to individuals in high stress situations who are known to behave unpredictably.

### **Physical Demands:**

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position ones self to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

### **Certificates, Licenses, Registrations:**

- License to practice law in the State of Iowa.

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### **Supplemental Information:**

- Supervises Summer Interns
- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.
- Salary level is dependent on education, skills, and experience.
- Must have a valid Iowa Driver's License and have reliable transportation. Must be insurable for driving under county insurance company policies.
- Applicant will be subject to Criminal Background Check as well as Adult and Child Abuse record check.
- Applicant will be subject to post offer, pre-employment drug and physical testing.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_