Clinton County, Iowa
Job Description

Job Title:	First Assistant County Attorney	Reports to: County Attorney
Department:	County Attorney	Pay Grade:
Revision Date:	August, 2024	FLSA: Exempt
Salary Range	Per Iowa Code 331.757(2)	

SUMMARY:

Assists the County Attorney and other Assistant County Attorneys in prosecuting criminal cases in Clinton County, Iowa. Assists the County Attorney and other Assistant County Attorneys in handling the daily court docket as assigned within the Clinton County Attorney's Office. Assists the County Attorney with providing legal advice and representation in routine matters to Law Enforcement, the County Board of Supervisors, other Elected County Officials, or other Administrative or County Departments as directed by the County Attorney. Practice areas may grow substantially over time. Provides leadership to office personnel.

Essential Job Duties and Responsibilities:

- Represents Clinton County and performs duties in a professional, responsible, and trustworthy manner.
- Assists law enforcement of the county in all criminal case matters.
- Responsible for the prosecution of adult and juvenile criminal cases charged in Clinton County, Iowa.
- Responsible for all aspects of case preparation and management from trial to appeal.
- Responsible for all aspects of case preparation including motions, responses to motions, witness interviews, depositions, appeals and all related tasks.
- Drafts and files legal documents and prepares questions and arguments necessary for discovery, hearings, or trials.
- Responsible for handling CINA cases and represents the Iowa Department of Health and Human Services as statutorily required.
- Cross trains other staff to become familiar with and competent in specialty legal areas.
- Reviews all work products to ensure highest level of quality.
- Prepares various legal contracts, agreements, confidential letters and other types of correspondence to maintain office function.
- Participates in mental health and/or drug court in the 7th Judicial District of Iowa.
- Assures policies are being upheld with the direction and support of the County Attorney.
- Advises county departments, offices, agencies, elected officials, and County appointed advisory boards and commissions on legal aspects of local government as assigned.
- Researches and interprets the law as it applies to county government in multiple practice areas as assigned. Areas may include but are not limited to: land use, special districts, water

law, contracts and procurement, property valuation and assessment, taxes (property, sales and use), financing and budgeting, roads, bridges, transportation, Taxpayer's Bill of Rights (TABOR), liquor licensing, elections, employment law, civil litigation, constitutional claims, zoning and building code enforcement, mental health and court committals, open meetings, public records, and/or day to day business of the county, or as assigned by the County Attorney.

- Completes project-oriented work in assigned practice areas.
- Prepares memorandum of law, opinion letters, and correspondence.
- Provides legal counsel and representation in judicial and administrative proceedings in state and federal courts.
- Drafts and reviews contracts, intergovernmental agreements, memorandum of understanding, and the like.
- Participates in negotiations, mediation, settlement conferences, client meetings, and/or meetings with members of the public.
- Attends meetings as directed with other governmental entities, agencies, organizations, and professional associations as directed by the County Attorney.
- Establish and maintain effective working relationships with co-workers, county departments, offices and agencies, elected officials, court and court staff, opposing counsel, and all others with whom contact is had in this professional capacity.
- Utilizes technology and software used within the Iowa Courts system and law enforcement.
- Creates statistical reports, PowerPoint presentations, and briefs as requested by the County Attorney.
- Ability to work within deadlines and remain positive and professional.
- Organize and prioritize multiple tasks and competing priorities
- Performs other duties as assigned.

Minimum Qualifications Requirements - (Education and Experience):

- J.D from an A.B.A accredited law school.
- Must have passed the Iowa Bar.
- Must acquire an Iowa law license within 2 months of hire and maintain thereafter.
- No prior experience required, but salary will be commensurate with experience.

Minimum Qualifications – (Knowledge, Skills and Abilities):

- Knowledge of State, County, and local laws, rules, regulations, codes, or statutes.
- Judicial rules of practice and procedure.
- Trial practice.
- Thorough knowledge of law practices and policies.
- Drafting of all legal documents.
- Legal research methods.
- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to establish and maintain effective working relationship with co-workers, county departments, offices and agencies, elected officials, court and court staff,

opposing counsel, and all others with whom contact is had in this professional capacity.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Comprehensive knowledge of standard office practices, procedures, equipment, related hardware and software, and secretarial techniques.
- Ability to learn specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy.
- Ability to maintain a high level of professionalism, discretion, and confidentiality.
- Ability to uphold a positive image of the Clinton County Attorney's office.

Language Skills:

- Speak, read, and write the English language.
- Ability to read and comprehend general business and legal documents.
- Ability to accurately proofread own work and the work of others.
- Ability to effectively present information and respond to questions from judicial officials, groups of law enforcement officials, and/or the general public.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percentage, and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to review and examine legal data and evidence. Assemble evidence to formulate defense or initiate legal or administrative action.
- Ability to analyze case law and statutes and master new areas of statutory and regulatory law.
- Ability to maintain a high level of professionalism, discretion, and confidentiality.

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.

Physical Demands:

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, or crawl – 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 decipher print, colors or shades of colors, depth, texture, and visual cues or signals.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.

Certificates, Licenses, Registrations:

- J.D from an A.B.A accredited law school.
- Must have passed the Iowa Bar.
- Must acquire an Iowa law license within 2 months of hire and maintain thereafter.

Supplemental Information:

- Knowledge of overall function of the County Attorney's office, local criminal justice system and county government a plus. The ability to handle confidential information and deal with a variety of people, some who are in emotionally stressful situations is necessary.

- 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.

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: _____