

**Madison County, Iowa
Position Description**

Position: Part-time Assistant County Attorney

Reports to: County Attorney

Department: County Attorney

Effective Date: April 2017

FLSA Status: Exempt

I. Essential Functions

Under the direction of the Madison County Attorney, assists the County Attorney in executing the duties of the office as set forth in Iowa Code section 331.756 including but not limited to assisting in the prosecution of misdemeanor criminal cases, juvenile delinquency cases, children in need of assistance cases and other duties as assigned.

II. Education / Experience / Qualifications

- A. Law Degree
- B. Licensed to Practice Law in the State of Iowa

III. Knowledge / Skills / Abilities

A. Knowledge

- 1. Iowa Criminal Law - General
- 2. Iowa Rules of Criminal Procedure - General
- 3. Iowa Rules of Evidence - General
- 4. Iowa Rules of Juvenile Procedure - General
- 5. General Knowledge or ability to research other applicable statutes and case law

B. Skills

- 1. Personal
 - a. High level of integrity and confidentiality
 - b. Flexibility to adapt to change
 - c. Willingness to take initiative with little or no supervision
 - d. Attention to detail
- 2. Technical
 - a. Proficient in Microsoft Office Applications
 - b. Word Processing
 - c. Proficient with Westlaw
 - d. Proficient with the EDMS Electronic Filing for the State of Iowa
- 3. Organizational
 - a. Analytical thinking and problem solving
 - b. Negotiation, mediation, problem solving and conflict resolution
 - c. Accuracy, planning, and time management
 - d. Team work

C. Abilities

- 1. Effectively communicate verbally and in writing
- 2. Establish cooperative and professional working relationships with other County employees, public officials, department heads, attorneys and the general public

IV. Physical Requirements and Work Environment

- A.** Normal office environment including sitting, standing, walking, bending, pushing, pulling or lifting; occasionally required to exert a force of up to 20 pounds

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Signature

Date

Employee Name (Print)

Department

Department Head or Elected Official

Date

Human Resources

Date

