

CASS COUNTY VACANCY NOTICE

POSITION/TITLE Assistant State's Attorney **DATE** 08/31/2016

DEPARTMENT/LOCATION Cass County State's Attorney

CLOSING DATE September 14, 2016 **SALARY** Dependent on Experience

EMPLOYMENT STATUS (CIRCLE ALL APPLICABLE)

FULL - TIME///PART - TIME

SALARIED///HOURLY

STANDARD///TEMPORARY

EXEMPT///NON-EXEMPT

Application Procedure: Submit a Cass County Government application to Cass County Personnel, PO Box 2806, Fargo, ND 58108. Applications may be picked up at Cass County Personnel Dept. 1st floor at 211 - 9th Street South, Fargo, ND.

MINIMUM QUALIFICATION, EDUCATION, EXPERIENCE NEEDED:

Undergraduate Bachelor's Degree, Juris Doctor Degree from accredited law school. Must be an active member in good standing in North Dakota bar by position's start date. Excellent verbal communication and interpersonal skills. Demonstrable high quality research and writing skills. Quick analytical ability and the facility to accurately and precisely articulate the critical issues in a case. The ability to work in a supportive and professional manner with other attorneys, support staff and the courts.

DESIRED AND/OR PREFERRED:

1. 3+ years Criminal prosecutorial or defense experience.
2. Capable of conducting jury trials without supervision.
3. Civil legal experience.
4. Demonstrated knowledge of 4th, 5th and 6th Amendments to the US Constitution.
5. Strong desire to work in a prosecutor's office.
6. Law enforcement or related field experience.
7. Appellate experience.

JOB DUTIES:

Support State's Attorney in fulfilling statutory duties and responsibilities imposed by law including, among other things, prosecution of violations of North Dakota's Criminal Code including infractions, misdemeanors, felonies, and related appeals in all categories of crimes. Duties also include advising county officials and law enforcement in the performance of their duties and responsibilities, public speaking, and other assignments.