

## **Job Announcement**

Assistant State's Attorney  
Barnes County State's Attorney's Office, Valley City, ND

The Barnes County State's Attorney's Office is accepting applications for the position of Assistant State's Attorney.

Salary Grade: 14

Number of Openings: 1

Starting Salary: \$105,000/year

Type of Recruitment: External

Reports to: State's Attorney

### **Minimum Qualifications:**

- Juris Doctorate from an accredited law school and licensed to practice law in the State of North Dakota.
- Valid Class D North Dakota driver's license, with a clean driving record
- Must have reasonable interpersonal communication skills and be able to work well with professional staff, law enforcement agencies, court staff, and the general public.

### **Essential Duties and Responsibilities:**

- Prepares legal documents and tries felony, misdemeanor, and infraction criminal jury and bench trial, also non-criminal traffic violations. Also, prepares legal documents for overweight truck cases, represents the County in some child-support actions.
- Represent the County at various community involvements, law enforcement and legal boards.
- Perform legal research for the County and report findings to appropriate source.
- Prepare briefs and argue appeals to North Dakota Supreme Court.
- Prepare motions, briefs, and other pleadings, and try post-conviction relief matters.
- Prepare search warrants for law enforcement agencies.
- Prepare, file and try civil asset forfeitures on seized property.
- Provide legal assistance to law enforcement agencies. Present educational forms to law enforcement agencies. Act as liaison for various government and law enforcement agencies.
- Draft criminal charging documents and file preparation.
- File and prepare response briefs in suppression and dismissal motions.
- Represent petitioner in Juvenile Court and mental health cases as assigned and attend Juvenile Court and mental health hearings.

- Mentors other law clerks and student interns. Acts as resource attorney for all legal staff.
- Collaborates on setting policies and goals.
- Oversees, participates and attends assigned projects and meetings.
- Appear in District Court for various hearings and legal matters.
- Present evidence in preliminary hearing involving felony charges.
- Performs other duties as assigned or apparent.
- Assess existing cases in light of post-charging evidence, research factual and legal issues that arise in cases, speak with victims and witnesses and consult with law enforcement.
- Review investigative reports from law enforcement submitted for prosecution; determine sufficiency of evidence available to file charges.
- Participate in Adult and Juvenile Drug Court, weekly.
- Negotiate with criminal defense attorneys through email, phone, and in-person discussions.

### **How to Apply:**

- Generic ND Job Service Application can be picked up at ND Job Service or at the Barnes County Auditor's Office, 230 4th Street NW Room 202, Valley City, N.D.
- Applicants must also provide:
  - Resume
  - Three professional references
  - Law School Transcript if the applicant has been licensed less than 5 years
  - Non-law review writing sample
  - Cover letter that explains how the applicant's work experience is related to the description of the essential duties and responsibilities and minimum qualifications.
  - Salary expectations
- Applications and supporting documents must be submitted to the Barnes County State's Attorney's Office on or before **Opened Until Filled**. Incomplete applications will not be considered. Documents must be submitted to Barnes County State's Attorney, 230 4<sup>th</sup> Street NW, Room 304, Valley City, North Dakota, 58072, or emailed to [states\\_attorney@barnescounty.us](mailto:states_attorney@barnescounty.us).

### **Additional Information:**

- Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preferences must also include Form DD214 and a letter less than one year old from the Department of Veterans Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased

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- Individuals who require accommodation or assistance with the application or interview process should contact the State's Attorney's Office at 701-845-8526.

### **Equal Opportunity Employer**

Barnes County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.