

INTRODUCTION:

Mineral County was established in 1914, and is located in Northwestern Montana, bordered by Idaho to the west, and 1,223 square miles of beautiful country with just under 5,000 residents and lots of visitors and tourists traveling through or stopping and enjoying the area.

SCOPE OF SERVICES/DESCRIPTION OF RESPONSIBILITIES:

The part-time (20 hours each week) Deputy County attorney will be expected to provide general municipal counsel, basic legal services, and advice on special projects. The Deputy shall also be responsible to represent the County of Mineral and the State of Montana in criminal cases involving both misdemeanor and felony offenses. This position will be supervised by the Mineral County Attorney.

Minimum qualifications include: a Juris Doctor from an accredited law school, and licensed to practice law in the State of Montana. The individual will be a member in good standing with the Montana Bar, and has experience in the practice of law, particularly in the area of criminal law. Experience with Montana municipalities or local governments and knowledge of county or local government and Contract law is preferable.

General counsel for Mineral County include but is not limited to: (1) representing the County in legal matters and proceedings in which the County is a party or interested; (2) advising the Council of Commissioners or any committee or member(s) and the heads of all departments and all other officers and agencies of the County as to all legal questions affecting its interests; (3) approving as to form and content all ordinances, contracts, deeds, bonds, and any other documents to be signed in the name of, or made to or with, the County; (4) attending Commissioners and other community-oriented meetings, as requested and necessary.

Basic legal services include: (1) reviewing or drafting ordinances, resolutions, contracts, agreements, deed, easements; (2) providing advice regarding government operations, elections, open meetings, open records, County Ordinances, State law, routine matters, personnel matters, and property matters including real estate acquisitions and sale, annexation, zoning, condemnation and public finance; (3) reviewing agendas and materials for Council meetings, anticipating and preparing legal advice on items to be addressed at the Council meetings, attending Council meetings; (4) review lawsuits and claims filed against the County and offer recommendations on how to proceed; (5) prepare and prosecute criminal cases; (6) providing legal opinions upon request; (7) use

of a wide variety of legal research methods; (8) establish and maintain effective working relationships with those contacted in the course of work; (9) assist County officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential prohibited transactions; (10) assist administration officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others; and 11) have clear and concise communication skills.

The Deputy County Attorney will be required to maintain his or her Montana licensure through Continuing Legal Education (CLE).

This is a part-time, twenty (20) hour position, and does not provide health insurance benefits. This position does provide for enrollment in the county's retirement plan (PERS), and pro-rated vacation and sick time.