



Salt Lake County Job Description

Assistant Division Administrator – District Attorney

DEPARTMENT: District Attorney's Office

DIVISION: District Attorney/8200

JOB CODE: 050 **GRADE:** 020

FLSA STATUS: Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 01/16/2017

SAFETY SENSITIVE: No

JOB SUMMARY

Assists the District Attorney, Chief Deputy District Attorney and Division Administrator in directing the operations in accordance with the District Attorney's Office policies. Responsible for providing administrative direction, performs complex legal work, and ensures compliance with District Attorney's Office and County's policies and procedures. Applies professional judgment in the preparation and presentation of matters within the office.

MINIMUM QUALIFICATIONS

Graduation from a recognized college of law with a Juris Doctor (JD).

Must be a member in good standing of the Utah State Bar Association.

A minimum of thirteen (13) years of full-time paid employment in the practice of law of which four (4) years must have been supervisory. Employment as a full-time paid judicial clerk in a court of record or appellate court may be credited as full-time legal employment.

Due to the nature of this position, the successful applicant must successfully pass an initial criminal background check as well as every two years thereafter and continuously meet the requirements of the Bureau of Criminal Identification (BCI).

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists the District Attorney, Chief Deputy District Attorney and Division Administrator in directing the operations of the District Attorney's Office. Coordinates representation for the County in proceedings in all federal and state courts and administrative agencies or proceedings.
- Supervises and monitors the work of Senior Attorneys, Attorneys and staff members within the District Attorney's Office. Responsible for ensuring the District Attorney's goals and priorities are met. Assists with establishing goals and priorities for the District Attorney's Office. Assists the District Attorney with making decisions concerning hiring, promoting, training and coaching of staff.

- Assists with the maintenance of budget controls. May attend office and County budget hearings to respond to questions concerning the budget.
- Prepares and reviews legal opinions, ordinances, contracts, motions, appeals and advises the District Attorney, Mayor, the County Council, County officials, department heads, boards, commissions and employees about legal questions and policy formation.
- Monitors case preparation and participates in settlement discussions on litigation matters. Provides oversight and direction to risk management. Reviews claims processing and settlement by the adjustors. Oversees governmental accounting and establishes mechanisms for quality control.
- May be assigned to any legal work in the District Attorney's Office. Legal work may be in specialized and complex areas of law requiring in-depth knowledge of state and local government law. Familiarity with applicable federal statutes and regulations as well as thorough knowledge of county ordinances, policies and procedures is required.
- Provides direction and counsel to County officials, elected officials, department heads, boards, and commissions regarding program development, policy interpretation or guidance, and risk assessment as required by the District Attorney's policies.
- Assists with drafting of legislation on behalf of the County at the local, state and federal level as necessary. Appears as a representative of the County at legislative sessions and provides legal advice concerning the development of legislative matters. Acts as liaison to state and local organizations in development of programs to enhance the effectiveness of public law throughout the state including management of Statewide Association of Prosecutor's program and the Utah Association of Counties.
- Attends all necessary meetings of the Board of County Council, County agency boards, the Mayor's cabinet meetings, and other committees to provide direction and render legal advice.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Principles of civil law, judicial procedures, and rules of evidence
- Public sector law or specialized knowledge in a unique area of law
- Specialized civil litigation or transactional experience
- Leadership principles
- Principles and practices of supervision, training, and staff development
- Salt Lake County Ordinances
- Salt Lake County Policies and Procedures
- State and local government organizations

Skills and Abilities to:

- Effectively implement policies and procedures established by the District Attorney
- Organize and analyze facts, evidence, and precedents, and effectively present such material orally and in writing
- Establish and maintain effective working relations with County officials, court officials, other County employees and the public
- Apply legal principles to complex factual situations
- Concentrate and function effectively and usually independently under heavy workload demands in matters

of serious consequence or involving the welfare of lives and property

- Represent state and local government entities and officials
- Strong leadership skills
- Supervise legal work of assigned staff

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/Consultant's Initials: 01/16/2017 TF