

## **Broadwater County Seeking Deputy County Attorney**

Position: Deputy County Attorney

Department: County Attorney's Office

Pay Rate: \$33.95 - \$40.74 per hour, up to 24 hours per week.

Position Type: Regular, Part-Time, Exempt, Non-Union

Closing Date: Open Until Filled

**Position Description:** This is the ideal position for a beginning lawyer, or an attorney in private practice who wishes to augment his or her practice. The successful applicant will have the opportunity to gain courtroom experience prosecuting misdemeanor crimes, as well as gain valuable civil law experience and expertise in local government, land use, public road law, and other areas of civil law. The practice takes place in an enjoyable work environment with a wide variety of interesting and engaging practice issues. The successful applicant will work under the supervision and mentorship of a full-time County Attorney, and in cooperation with other prosecutors in neighboring offices.

Under the direction of the County Attorney, this position fulfills four main responsibilities:

1. Prosecute misdemeanor criminal offenses in the Broadwater County Justice Court;
2. Represent the County government and other local government entities in legal proceedings;
3. Represent the State of Montana on select civil cases in District Court; and
4. Advise local government officials on civil law matters and compliance, to include public health enforcement matters.

### Possible Duties:

1. Legal Counsel on civil and criminal court proceedings, to include pre-trial proceedings, jury trials, bench trials, motions briefings and hearings, and other various court matters.
2. Review police reports and witness statements, evaluates and makes decisions on misdemeanor criminal cases, prepares witnesses and evidence for trials, and meet with victims of crime.
3. Attend meetings of local governments and with local officials, prepare legal memoranda and correspondence responsive to requests from county officials, prepare and review contracts, advise local government officials on matters of state law and Constitution, advise local government officials on land use planning, and public road law. This individual will be involved in advising local governments, boards of health, officials, and members of the public on public health compliance, including COVID-related matters.
4. Perform other duties as assigned, to include occasionally attending District Court, assisting with mental health proceedings, assist with law enforcement, staff or other employee training.
5. This position requires the applicant to review Confidential Criminal Justice Information (CCJI) and Criminal Justice Information Network (CJIN) criminal histories, to work with

law enforcement officers in ongoing criminal investigations, to engage in sensitive communications with witnesses and victims of crime, and to protect privileged communications in the course of an attorney-client relationship.

**Qualifications:** The successful applicant will have a Juris Doctorate from an ABA accredited law school, and will be licensed to practice law in the State of Montana. Experience as a judicial clerk or previous legal experience is preferred, but not required. This position requires the applicant to successfully pass a criminal background check in order to access CCJI and CJIN information. The applicant must be, and must remain, current on Montana Continuing Legal Education credits and obligations, including Ethics credits. The applicant need not be a resident of Broadwater County. The successful applicant will serve a 6 month probationary period.

**Application Process:** Submit a letter of interest to the address provided below or to [mbeebe@co.broadwater.mt.us](mailto:mbeebe@co.broadwater.mt.us). Please address your qualifications, experience, interest, and unique attributes in the letter of interest. Include a current CV or resume and three professional / school references with contact information. Optional submission of a writing sample is encouraged, maximum of 20 pages.

**Remit to:**

**Michelle Beebe  
515 Broadway St  
Townsend, MT 59644**

***Broadwater County is an equal opportunity employer. Broadwater County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities. Veterans and Disabled preferences are applicable.***