



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Deputy State's Attorney

State's Attorney

Wage: \$2,932.18 – \$3,317.50/bi-weekly; DOE

Opening date: 06/11/2024

Closing date: 07/12/2024

JOB SUMMARY

This position is responsible for the prosecution of criminal cases, for representing the State of South Dakota in court, and for providing legal advice to Brown County, SD. Candidates for this position may be designated "Senior Deputy State's Attorney", depending upon education and experience.

MAJOR DUTIES

- Represents the State of South Dakota and Brown County in criminal, civil, circuit, and magistrate court proceedings.
- Intakes cases; determines if evidence warrants criminal charges; confers with law enforcement to review search warrants and affidavits; reads offense reports and witness statements; prepares charge instruments.
- Reviews criminal cases for appropriate disposition; presents cases to Grand Jury; prepares indictments; makes recommendations on bonds.
- Logs cases in case management system and enters updates as cases progress.
- Prepares cases for trial; locates and interviews witnesses and victims; gathers and reviews evidence; visits crime scenes; plans jury trials; reviews pertinent case law; creates visual aids; interviews law enforcement.
- Participates in jury selection, makes opening statements, questions witnesses, introduces evidence, argues before a judge and jury, and delivers closing arguments.
- Communicates with defense attorneys and unrepresented defendants; negotiates plea agreements.
- Researches legal issues; prepares motions, briefs, and proposed legal orders.
- Participates in community outreach activities and represents the office to civic organizations.
- Represents the Child Protective Services division of the Department of Social Services in abuse and neglect matters as assigned.
- Provides legal counsel to Brown County and its departments as assigned; interprets relevant laws; assists with contract negotiations, ordinance changes and prosecutes violations of county ordinances.

- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local, state, and federal law.
- Knowledge of investigative tools and techniques.
- Knowledge of trial proceedings.
- Knowledge of computers and job-related software programs.
- Skill in the completion of legal research.
- Skill in producing persuasive legal arguments.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in training and supervising personnel.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The State's Attorney assigns work according to department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include rules of professional conduct, rules of ethics, South Dakota Supreme Court rules, South Dakota codified law, rules of evidence, and county and department policies and procedure. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied legal duties. The variety of tasks to be performed contributes to the complexity of the position.
- The fast pace of the working environment contributes to the complexity of the position.
- The purpose of this position is to participate in the prosecution of criminal cases. Success in this position contributes to the successful prosecution of criminal cases.

CONTACTS

- Contacts are typically with co-workers, legal assistants, other county employees, other attorneys, law enforcement personnel, judges, victims, witnesses, defendants, and members of the general public.

- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office or courtroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may supervise assigned personnel.

MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Current membership in the State Bar of South Dakota.

APPLY BY

Submit Brown County application to:

- Brown County
Human Resources
25 Market St
Aberdeen, SD 57401

Fax: 605-725-2355

Email: Humanresources@browncounty.sd.gov

Email: Allison.Tunheim@browncounty.sd.gov