



# Brown County Human Resources

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[www.brown.sd.us](http://www.brown.sd.us)

**Classification:** Deputy State's Attorney

**Wage:** \$60,000 - \$64,000, DOE

**Department:** State's Attorney

**Reports to:** State's Attorney

**FLSA:** Exempt

**Opening date:** 10/19/2021

**Closing date:** 10/26/2021

## **JOB DESCRIPTION**

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### **Summary/Objective:**

Will represent Brown County in all stages of court.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Present cases for legal proceedings.
- Perform legal research.
- Prepare, draft, and file legal documents and correspondence.
- Review offenses, police reports, and evidence to make determination on charges.
- Prepare, send, and track subpoenas for witnesses and records.
- Prepare and interview witnesses for legal proceedings.
- Stay informed on changes in relevant law and statutes and proposed legislation and policy pertaining to criminal law, juvenile delinquency, and juvenile abuse and neglect.
- Communicate, correspond, and collaborate with parties involved in cases including victims, parents, school personnel, attorneys, court personnel, and law enforcement regarding procedures and actions for those cases.
- Train and educate volunteers, law enforcement, and social workers on their roles and duties on legal issues and the court process duties.
- Answer questions from clients and the general public, regarding legal concerns and questions.

*An Equal Opportunity Employer*

**Competencies:**

- Stress Management/Composure.
  - o Maintain professional appearance and demeanor.
- Problem Solving/Analysis.
  - o Working knowledge of principles, methods, materials, and practices utilized in legal research.
  - o Working knowledge of civil and criminal law and methods and practices of pleadings, court procedures, and rules of evidence.
- Teamwork Orientation.
  - o Establish and maintain effective working relationships with coworkers, other agencies, and the public.
- Decision Making.
  - o Working knowledge of general law and established precedents.
- Communication Proficiency.
  - o Speak and write effectively in the preparation and presentation of legal matters.
  - o Ability to prosecute cases.
- Technical Capacity.

**Supervisory Responsibility:**

- This position has no supervisory responsibilities

**Work Environment:**

- Works in well-lit and climate-controlled office. Uses Word, Excel, Outlook, the internet, copier, phone, scanner, adding machine, and other office equipment. May sit at desk or stand for an extended period of time.
- Employee must have the ability to operate various pieces of equipment copiers, computers, printers, etc., as required on a daily basis.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Both Legs and Feet: Repetitive motions including operation controls on equipment and vehicles.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken word.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.
- Smell.
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, including a variety of lighting conditions.
- Heavy Work: Regularly lift and/or move up to 25 pounds; frequently lift and/or move up to 50 pounds; occasionally lift and/or move up to 75 pounds.

**Position Type / Expected Hours of Work:**

- Full-time; typically, Monday – Friday: Hours: 8:00 am to 5:00 pm.

**Travel:**

- Periodic travel is expected for this position.

**Education and Experience:**

- Graduation from a college of law.
- Juris Doctorate degree.
- Admission by the Supreme Court of South Dakota to practice law in the state of South Dakota.

**Required Certificates, Licenses, and Registrations:**

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Must be a U.S. citizen.
- No felony convictions.
- Possess a valid SD driver's license.

**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Apply by:**

Submit cover letter and resume or Brown County application to:

- Brown County State's Attorney  
Attn: Ernest  
22 Court St.  
Aberdeen, SD 57401

or

- Email: [Ernest.Thompson@browncounty.sd.gov](mailto:Ernest.Thompson@browncounty.sd.gov)