



Brown County Human Resources

25 Market Street
Aberdeen, SD 57401
Erica.Coughlin@browncounty.sd.gov
Phone: 605.626.7109; Fax: 605.626.4010
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

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