



LARAMIE COUNTY

JOB DESCRIPTION

TITLE:	Deputy County Attorney	FLSA:	Exempt
DEPARTMENT:	County Attorney	REVISED:	

Summary: Under general direction, provides legal opinions and strategy, minimizes risk and liability, manages legal issues, and represents the County on behalf of the County Attorney in the management of legal issues.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Represents the County on behalf of the County Attorney in negotiating and litigating contracts and cases; manages assigned cases and assures that cases are resolved within office policy guidelines.
- Under the direction of the County Attorney, confers with, and offers advice and counsel to County officials and employees.
- At the direction of the County Attorney, investigates, prepares, manages, negotiates and litigates contracts and civil cases.
- Manages assigned cases; advises County officials, departments and regional agencies; confers with case participants; negotiates agreements with opposing parties; anticipates problems and pursues solutions; recommends case strategy.
- Under the direction of the County Attorney, manages involuntary commitment process and proceedings, including hearings and pleadings.
- Reviews documents and motions filed in civil cases, provides assessment and recommendations; conducts factual and legal analysis to determine whether motions and lawsuits should be filed or defended, based on the facts of law and evidence; conducts conferences with opposing parties concerning settlement of cases.
- Drafts and revises contracts and other legal documents as directed and assigned.
- Conducts legal research; gathers and compiles legal instruments and documents; identifies and evaluates witnesses, records and other information required to prepare the case; prepares and presents legal documents and analyses as required.
- Represents the County on behalf of County Attorney at hearings and trials; brings cases before Hearing Boards and the Courts; examines witnesses and argues facts of the case in relation to points of law, case law and legal precedent.
- Manages special projects; assures effective communication of strategies and issues.
- Works with client agencies to perform statutory duties; interprets client concerns, defines desired results, develops solutions, and prioritizes and coordinates case resolution.
- Participates on legal advisory teams; provides advice and information on contracts and legal issues.
- Compiles and analyzes a variety of plans, reports and user statistics.
- Monitors and reviews trends in legal issues and civil justice, and recommends operational, procedural and policy improvements.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of County organization, goals, objectives, policies and procedures.
- Knowledge of State of Wyoming statutes, rules, case law, and Federal rules and regulations.
- Knowledge of hearings and trial court processes, protocols and strategies.
- Knowledge of legal research methods, techniques, sources, databases and other research tools.
- Knowledge of legal case management procedures and techniques.
- Knowledge of the principles and protocols for the evidentiary gathering of information, documents, financial records and other data that may be used in court and legal hearings.
- Knowledge of the County Attorney's protocols and strategies of negotiation and litigation.
- Knowledge of the development, refinement and presentation of legal strategies.

- Skill in researching and identifying precedence in case law.
- Skill in negotiating contracts and agreements.
- Skill in litigating cases in a legal hearing and courtroom setting.
- Skill in reviewing and assessing legal issues and documents.
- Skill in effectively assessing, interpreting and applying complex civil laws to information, evidence and other data compiled.
- Skill in utilizing and evaluating electronic legal research and on-line systems.
- Skill in establishing and maintaining effective working relationships with public officials, outside agencies, County staff, the general public, and other participants in the civil justice process.
- Skill in operating a personal computer utilizing a variety of technical software applications.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Juris Doctorate (JD) degree required; AND four year's experience in a civil law practice; one year of public law experience is preferred. Must be licensed by the State Bar Association to practice law in the State of Wyoming, remain active with all Wyoming Bar annual requirements, and maintain a clear criminal record.