



CLASS TITLE: Civil Deputy County Attorney
DEPARTMENT: County Attorney
EFFECTIVE DATE: January 2026

GENERAL PURPOSE

- Works under the supervision of the Chief Civil Deputy Attorney in performing assigned legal duties primarily in the civil department, but with the possibility of occasional responsibilities being assigned in prosecution of criminal matters.

SUPERVISION RECEIVED

- This position reports directly to the Chief Civil Deputy Attorney and operates under the general direction and authority of the County Attorney.

SUPERVISION EXERCISED

- None.

EXAMPLE OF DUTIES

- Performs all assigned duties in the civil department, including but not limited to review, research and preparation of contracts, ordinances, resolutions, policies and legal opinions.
- Provides legal counsel and advice on matters of civil law to the various departments within the County. May be asked to attend and provide legal advice at County Commission meetings, Planning Commission meetings, Redevelopment Agency meetings, departmental meetings and any other meetings involving the County or County employees.
- Oversees and assists with questions at different stages of the employment process and personnel matters such as grievance investigations, application of the grievance process, preparation of findings, departmental legal advice, and HR support.

- Prepares and presents trainings on various issues including sexual harassment, risk management, public meeting requirements, public employee conflicts of interest, county policies and employment/personnel issues.
- Provides assistance with civil litigation filed by or against the County, including working with outside counsel, attending hearings, depositions or other related meetings.
- Researches and responds to GRAMA requests, bankruptcy notices and various correspondence, demands or requests received by the County.
- Occasionally, as may be required by office workload, prosecutes and/or attends hearings in criminal matters in Justice Court, Juvenile Court and District Court.
- Deputy Attorney is required to be actively engaged, either at the assigned office, designated meeting locations, or in Court, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excepting holidays and vacation, unless otherwise arranged and approved by their supervisor and the County Attorney.
- Answers directly to Chief Civil Deputy Attorney as assigned and exercises independent judgement in handling duties.
- Performs other related duties as requested.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an accredited law school with a Juris Doctor degree in law;

AND

B. Experience practicing law (preferably civil or local governmental law),

2. Necessary Knowledge, Skills and Abilities:

Knowledge of civil law, preferably local governmental law and procedure, research methods and techniques, courtroom procedures for both civil and criminal law, Utah State and constitutional laws, state and local government organizations, criminal justice system.

Ability to communicate clearly and concisely orally and in writing; relate effectively with County elected officials, department heads, and individuals from various social, economic and ethnic backgrounds; think and reason logically and systematically; make presentations in public and before large groups of people; perform effectively in stressful situations.

SPECIAL REQUIREMENTS

- Must be bondable and be able to pass a criminal background check.
- Must have a license to practice law in the state of Utah and be a member in good standing of the Utah State Bar Association; possess a valid state driver's license.
- In order to avoid conflicts, and because the salary is commensurate to that of a full-time position, this employee will not practice law in any fashion, anywhere, except as specifically authorized by the County Attorney.
- Must be able to utilize “paperless” system to prepare and store documents, schedule and calendar matters, and keep notes on active civil and criminal matters.
- This is a full-time exempt, salaried position with the expectation of a minimum of 40 hours per week. The position may require additional hours beyond the standard workweek to meet deadlines, attend meetings, or address urgent matters. As an exempt role, the position is not eligible for overtime compensation.

PHYSICAL REQUIREMENTS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear and actively participate in discussions. The employee is occasionally required to walk; use hands to handle or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must have the stamina, physical capability and mental ability to attend lengthy meetings, speak and make presentations in public (sometimes impromptu), and participate in discussions, some of which may be longer than a normal workday, or outside of normal working hours, and to perform all assigned tasks.

SELECTION GUIDELINES

- Formal application; reference check; interview with hiring authority.