



<u>CLASS TITLE:</u>	Deputy County Attorney, Prosecutor IV (Criminal Division)
<u>DEPARTMENT:</u>	County Attorney
<u>EFFECTIVE DATE:</u>	May 2026
<u>FLSA STATUS:</u>	Exempt
<u>GRADE:</u>	Market

GENERAL PURPOSE

Works under the direction of the County Attorney and Chief Deputy Attorney in performing assigned legal duties primarily in the prosecution of criminal matters in the District Court. May be responsible for some prosecution responsibilities in the Justice Court, Juvenile Court and a Specialty Court (Mental Health Court, Drug Court, etc.).

SUPERVISION RECEIVED

Answers directly to the County Attorney, and receives some direction and supervision from the Chief Deputy.

SUPERVISION EXERCISED

None

EXAMPLE OF DUTIES

Performs criminal prosecution duties primarily in the First District Court and occasionally in the Justice Court, Juvenile Court, and Specialty Courts as assigned. Duties include case screening, charging decisions, motion practice, plea negotiations, trial preparation, and courtroom litigation. Consults regularly with law enforcement agencies regarding investigations and criminal charges. Coordinates with victims and victim advocates regarding case progression, restitution, and court proceedings.

Performs all assigned duties, including but not limited to prosecution, research, and legal advice.

Other related duties as assigned.

Position requires regular in-office and court attendance during normal business hours, Monday through Friday, unless otherwise approved by the County Attorney.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

- A. Graduation from an accredited law school with a Juris Doctorate Degree in law;
- B. Admission to the Utah State Bar, active status and in good standing;

AND

- C. Six to eight (6-8) years of experience prosecuting criminal matters in District Court or equivalent jurisdiction.

2. **Necessary Knowledge, Skills and Abilities:**

- A. Knowledge of legal document format, research methods and techniques, courtroom procedures, state and constitutional law, state and local government organizations, criminal justice system, County Attorney policies and procedures.
- B. Proficiency with legal case management systems, Google software, Microsoft Office software, electronic filing systems, and courtroom presentation technology.
- C. Ability to communicate effectively orally and in writing; establish professional working relationships with individuals from diverse backgrounds; exercise sound legal judgment; manage high-stress situations; and provide competent legal guidance.
- D. Conduct jury and bench trials; negotiate plea agreements; review and approve criminal filings; prepare legal memoranda and appellate responses; and advise law enforcement regarding legal procedure and evidentiary matters.

SPECIAL REQUIREMENTS

Must be bondable and 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. Must possess a valid Utah driver's license.

Outside legal practice or employment is prohibited unless expressly authorized in writing by the County Attorney.
Employee shall comply with county timekeeping and reporting requirements.

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 sit, talk and hear. 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 try cases to completion and/or attend evening meetings, which may be longer than a normal workday, and to perform all assigned tasks.

SELECTION GUIDELINES

Formal application
Reference check
Interview with hiring authority

COMPENSATION/SALARY

Full benefits which include health, dental, vision, life, supplemental and indemnity insurances; retirement benefits offered by Utah Retirement Systems; wellness program; employee assistance program; and other benefits as designated by Box Elder County Human Resources. Starting salary will be determined based on qualifications and experience, consistent with County policy and market compensation standards. The anticipated range is \$125,00 to \$135,00 doe.

*** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.*