

EMPLOYMENT ANNOUNCEMENT

Wasatch County Attorney's Office seeks full time Attorney. This position will include primarily legal counsel on civil assignments but can perform both civil and criminal responsibilities for the county.. This position requires a minimum of a J.D degree from an accredited law school and admission to the Utah State Bar. Applicants with less than four years experience should include law school transcripts. Cover letter and resume are required to apply online www.wasatchcounty.applicantpro.com/jobs/. Resume needs to include complete work history showing employment for last 7-10 years.

WASATCH COUNTY JOB DESCRIPTION

TITLE: Attorney I, II, III, IV – Civil and Criminal
GRADE NUMBER: Attorney I – IV - \$121,243-\$187,761
EFFECTIVE DATE: August 28, 2001 Last Revised (07-2026)
DEPARTMENT: County Attorney

JOB SUMMARY

Position: Under policies and procedures established by the Wasatch County Attorney represents the County in civil litigation in administrative proceedings, arbitration, and the courts as well as provides legal counsel & advice to various County officials and departments and prosecutes criminal offenses for the State of Utah and Wasatch County. Although initially a civil position it will have dual criminal and civil responsibility as assigned and the focus may change over time.

STEP AND GRADE CHARACTERISTICS

Attorney I - This is an entry and training classification level for attorneys possessing a J.D. degree and Utah State Bar Association membership.

Attorney II - This is the primary attorney classification level responsible to perform assignments with minimal supervision and guidance. Works with higher-level attorneys on difficult cases as a form of training.

Attorney III - This is the attorney classification level responsible to perform assignments with less supervision and guidance than the Attorney II level.

Attorney IV – This is the attorney classification level responsible to fully complete assignments with minimum Seven (7) years relevant work experience performing like or similar legal work

ESSENTIAL FUNCTIONS

Civil Attorney

Performs all work necessary to represent Wasatch County on legal matters, including but not limited to: Files legal actions on behalf of Wasatch County and performs legal research in providing legal counsel and legal advice to various County departments as assigned.

Reviews, documents, and issues written legal opinions for County departments and officials.

Files civil and criminal complaints against violators of County ordinances.

Represents the County and assigned departments in civil litigation in State and Federal trial courts and in appellate courts.

Prepares the County's defense and advises County officials in settlement of claims.

Represents State agencies in enforcement and collection matters when requested.

Prosecutes criminal cases in Juvenile Court for criminal violations ranging from misdemeanors to felonies.

Reviews reports of cases decided by State and Federal courts of appeal and prepares legal briefs and memos.

Consults with other attorneys and attends staff meetings and training seminars as required.

Maintains knowledge and skill levels in current case decisions and legislation.

Performs criminal law and other duties as assigned.

Criminal Attorney

Performs all work necessary to represent Wasatch County on legal matters, including but not limited to:

Prosecutes criminal offenses in the District, Circuit, Justice, and Juvenile Court systems and argues misdemeanor appeals before the appellate courts.

Represents the State at legal hearings including: arraignments, entry of plea, orders to show cause, waiver hearings, pretrial conferences, preliminary hearings, trials, misdemeanor appeals, and court calendars, and fills in for other attorneys as needed.

Reviews files, screens police reports, consults with law enforcement officers, victims, and witnesses. Evaluates cases under investigation by police agencies regarding the existence, nature, and degree of offenses.

Consults with staff attorneys and police officers regarding the charging of offenses and authorizes the issuance of criminal charges.

Evaluates the strengths and weaknesses of the prosecution's case and prepares cases for presentation in court.

Performs legal research and prepares written pleadings and memoranda for each case.

Negotiates case resolution with defendants and with defense counsel.

Meets with victims and fulfills prosecutor duties to victims.

Assists, advises, and trains law enforcement agencies on preliminary matters and the development of investigations for charging purposes.

Prepares administrative and investigative subpoenas.

Reviews requests for search warrants, wire taps, arrest warrants, and subpoenas and approves requests for extraditions.

Meets with law enforcement officers, government agencies, the public, and other office staffs and attends required meetings and seminars.

Maintains knowledge and skill levels in current case decisions and legislation.

Performs civil law and other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative working relationships with those contacted in the course of work activities.

Knowledge of litigation proceedings including Rules of Civil Procedure, Rules of Evidence, Rules of Criminal Procedure, Rules of Juvenile Procedure, Rules of Appellate Procedure, and the Criminal Code.

Skill in litigation and trial advocacy. Skill in conducting legal research. Skill in legal writing including legal briefs and memos. Skill in analytical problem solving. Skill in decision making under adversarial circumstances. Ability to communicate effectively verbally and in writing. Ability to maintain files, records, and reports. Skill in document composition. Ability to coordinate multiple tasks efficiently.

PHYSICAL DEMANDS

Typically sit at a desk or table. Regularly walk, stand, or stoop. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds. Regularly drives a motor vehicle. Work for sustained periods of time maintaining attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled building. Work may expose incumbent to unknown, dangerous, and/or hostile conditions.

EDUCATION AND EXPERIENCE

Attorney I

J.D. degree from an accredited law school.

Attorney II

Criminal – J.D. degree from an accredited law school. Three (3) years work experience as a criminal justice attorney.

Civil – J.D. degree from an accredited law school. Three (3) years legal experience including trial experience.

Attorney III

Criminal – J.D. degree from an accredited law school. Five (5) years legal experience as a prosecutor or litigator including felony trial experience in a District Court.

Civil – J.D. degree from an accredited law school. Five (5) years of legal experience including trial experience in a District Court.

Attorney IV -

Criminal - J.D. degree from an accredited law school. Seven (7) years legal experience as a prosecutor or litigator including felony trial experience in a District Court.

Civil – J.D. degree from accredited law school Seven (7) years legal experience including trial experience in a District Court.

LICENSING AND CERTIFICATION

Incumbent must possess valid membership in the Utah State Bar Association and in the Federal Bar Association for Utah. Incumbent must successfully complete mandatory continuing legal education (CLE) training every year. Incumbent must possess valid State of Utah Driver's license.

**This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.