

December 5, 2016

Dear Applicant:

Thank you for your interest in the **Assistant County Attorney** position with Swift County. Attached please find the application packet. All required application materials must be completed and returned to the Swift County Administrator's Office via mail to Swift County Administrator, PO Box 288, Benson, MN 56215 or via email to jobs@co.swift.mn.us on or before **4:30 pm, Friday, December 30, 2016** (received NOT postmarked). Failure to complete and return all of the required application materials by this deadline will eliminate your application from further consideration for the position. Please be aware, your application will be rated for training, experience and meeting all minimum requirements based on the information you provide on these forms.

It is necessary that all applications be uniform. Please follow the instructions below for each form contained in the application packet.

REQUIRED APPLICATION MATERIALS

- | | |
|-----------------------------------|--|
| Letter of Interest: | This is required in order to distinguish you from other candidates. |
| Resume: | This is required in addition to the Application |
| Sample of Legal Writing: | Submit an example of your legal work product. If it is a piece prepared for an employer please redact any identifying client information. |
| Employment Application: | Each section of the application must be completed. If a section of the form does not apply to you, fill in "NA". |
| Application Supplement: | This is required in addition to the Application. |
| Veteran's Preference Declaration: | Complete this form if you are applying for Veteran's Preference Points. If you are not applying for Veteran's Preference Points then sign the section of the form that states "I do not claim veteran's preference points" |

Questions on the position should be directed to Danielle Olson, Swift County Attorney at (320) 843-2134. Thank you for your interest in employment with Swift County.

Sincerely,

Janice Fransen
Interim Swift County Administrator

Swift County - County Attorney Office

Assistant County Attorney

Swift County is currently recruiting an Assistant County Attorney. The individual selected for this position will handle a mixed caseload, including criminal matters, social service cases and general county legal advice. The caseload will involve court hearings and trials, as well as office practice. There will be an emphasis on courtroom skills and legal research abilities. In addition to necessary courtroom skills, the successful applicant must possess strong written and verbal communication skills.

Juris Doctorate required, with a three years of experience as an attorney preferred but not required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must pass the Minnesota State Bar Exam and remain certified throughout employment. A valid driver's license in the State of Minnesota is required. 2016 Wage Range: \$27.87-\$36.36/hour. This position is a 0.9 FTE position and includes excellent full-time benefits. Employment offers contingent on passing a background check.

Deadline for applications is **Friday, December 30, 2016 at 4:30 p.m.** For more information and an application packet please visit <http://www.swiftcounty.com> and click on the employment link on the left side of the page or contact the Swift County Administrator, 301 14th St. N., Benson, MN, 56215, 320-314-8399. Faxed applications will be rejected. Swift County is an Equal Opportunity Employer.

Assistant County Attorney

Dept/Div: *Attorney*

FLSA Status: *Exempt*

General Definition of Work

Performs difficult professional work prosecuting cases on behalf of the State of Minnesota in Swift County; appears in court; advises Police Departments Countywide, and related work as apparent or assigned. Work is performed under the general direction of the County Attorney.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Represents the State of Minnesota in all criminal and civil cases including adult gross misdemeanor, felony, and County misdemeanor cases, civil commitments, child support, all juvenile delinquency and CHIPS. Drafts criminal and juvenile complaints; children in need of protection petitions and commitment petitions. Attends hearings and bench or jury trials depending on the case. Available to advise law enforcement officials twenty-four hours a day, seven days a week. Prepares law enforcement officials, witnesses, social workers and others for trials and hearings. Represents Swift County in childcare licensing, maltreatment appeals, and criminal and civil Minnesota Supreme Court and Court of Appeals cases. Researches legal issues and prepares memos to the court; prepares court orders. Reviews updates to the court from probations and social workers. Advises Human Services as to Adult and Child Protection meetings. Understand and coordinates government, court and criminal records to make proper charging or plea negotiations.

Knowledge, Skills and Abilities

Thorough knowledge of legal research, principles of substantive law and civil and administrative procedure; ability to understand and analyze varied factual scenarios and legal materials, present logical conclusions from analysis and develop creative approaches to problem solving; thorough knowledge of legal office procedures, practices and methods; ability to communicate complex ideas effectively both orally and in writing; ability to handle trial litigation; ability to prepare and render legal opinions; ability to develop and maintain effective working relationships with associates, media representatives, governmental officials and the general public.

Education and Experience

Juris Doctorate and moderate experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and climbing or balancing and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Licensed with the State of Minnesota.

Continuing Legal Education Credits.

Valid driver's license in the State of Minnesota.



Swift County Application for Employment

Date of Application: _____

Position Applied for: _____

Name: _____
(Last) (First) (Middle)

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers - Home: _____ Work: _____

E-mail Address: _____

Educational Background

High School Graduate? Yes ____ No ____

Post High School Education/Training:

School or Program	Address	Dates Attended	Degree

Current Licenses or Certificates held that would be applicable to the position for which you are applying:

Work Experience

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ Supervisor's email _____

May we contact this person? _____ Salary - Starting: _____ Ending: _____

Duties and responsibilities: _____

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ Supervisor's email _____

May we contact this person? _____ Salary - Starting: _____ Ending: _____

Duties and responsibilities: _____

Current/Most Recent Employer: _____

Address: _____ Telephone: _____

Position: _____ Employed from: _____ to _____

Supervisor: _____ Supervisor's email _____

May we contact this person? _____ Salary - Starting: _____ Ending: _____

Duties and responsibilities: _____

Other Information:	Yes	No
Do you have a Social Security number?		
Can you legally accept permanent employment in the United States?		
Are you over the age of 18? If not, state your date of birth: _____		
Are you currently employed?		
Are you available to work full-time?		
Are you available to work part-time?		
Can you travel if your job requires it?		
Is adequate transportation available so you can get to work on time every day?		
Have you ever been bonded on a job?		
Is there any reason why you cannot be at work on time every day? If yes, why? _____		
Have you been convicted of a felony within the last 7 years? If yes, please explain: _____		
On what date would you be available to start? _____		

Other Training or Experience - Summarize special job related skills and qualifications:

References:

1) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

2) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

3) _____ (Name) _____ (Phone)
 _____ (Complete Mailing Address)

IMPORTANT INFORMATION FOR APPLICANTS FOR EMPLOYMENT WITH SWIFT COUNTY

In accordance with the Minnesota Government Data Practices Act, Swift County (the "County") is required to inform you of your rights as they pertain to private data collected from you. Private data is that information which is available to you, but not to the public. Some personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87, Government Data Practices, requires that you be informed that the following personal information which you are asked to provide on this Employment Application is considered private data:

- 1. Name (becomes public when certified as a "finalist")
- 2. Home Address
- 3. Home Phone number
- 4. Age group

We ask this information for the following reasons:

- 1. To distinguish you from all other applicants and identify you in our personnel files.
- 2. To help us to be sure that you are the individual who makes the application.
- 3. To help us to contact you when more information is required, when we send you notices, and/or when we schedule you for interviews.
- 4. To see if you meet the minimum age requirements (if any).
- 5. To conduct proper background investigations needed when applying for a position.
- 6. To determine whether or not any conviction record may be a job-related consideration affecting your suitability for the position you applied for.
- 7. To enable us to ensure your rights to equal opportunities.
- 8. To meet federal and state reporting requirements.

Data supplied by you may be used for such purposes as may be determined to be necessary in the administration of personnel in the County and in the administration of personnel policies, rules, and regulations.

Private data is available only to you and to other persons in the County who have a justified need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Names of applicants remain private except when certified as eligible for appointment to a vacancy or when applicants are considered by the County to be finalists for a position. "Finalist" means a person who is selected to be given an interview as a final step prior to selection.

By my signature below, I certify that I have read (or had read to me) the information printed above and understand its meaning. I certify that answers given herein are true and complete to the best of my knowledge.

Unless otherwise indicated above, the County is hereby authorized to contact my former employers for information concerning my employment, ability, experience, and behavior on the job.

I understand that nothing in this employment application is intended to lead to or create an employment contract between the County and myself.

In the event of employment, I understand that false or misleading information given in my application or interview(s) will likely result in discharge. I also understand that I am required to abide by all rules and regulations of the County.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

For County Use Only	
Arrange Interview? <input type="checkbox"/> Yes	<input type="checkbox"/> No
Interviewer: _____	Date of Interview: _____
Remarks: _____	
Employed? <input type="checkbox"/> Yes	<input type="checkbox"/> No Date Employed: _____ Hourly Rate/Salary: _____
Position: _____	Department: _____
By: _____	Date: _____
(Name & Title)	

**Assistant Swift County Attorney
Supplemental Questionnaire**

Please complete all questions below. (All questions are required to be answered.)

1. Do you have a complete Juris Doctorate Degree from an accredited law school?
 Yes
 No
2. Are you licensed to practice law in the State of Minnesota?
 Yes
 No
3. Were you ranked in the top 25% of your law class?
 Yes
 No
4. How many years of paid work experience do you have in a county attorney's office?
 None
 Less than one year
 One year or more
5. Describe your experience in a county attorney's office, if any.
6. How many years of paid work experience do you have as a judicial law clerk or staff attorney?
 None
 Less than one year
 One year or more
7. Describe your experience as a law clerk or staff attorney, if any.
8. How many years of paid work experience do you have in a public defender's office?
 None
 Less than one year
 One year or more

9. Describe your experience in a public defender's office, if any?
10. How many years of paid work experience do you have as a practicing attorney in a private practice where criminal defense or misdemeanor prosecution under contract comprised at least 25% of your case work?
- None
 - Less than one year
 - One year or more
11. Have you ever tried as "first chair" any criminal case punishable by a potential jail term?
- Yes
 - No
12. Have you ever been the primary author of an appellate brief?
- Yes
 - No
13. Your response to this question will help Swift County evaluate the effectiveness of recruitment sources. Please select how you learned of this job opportunity.
- Swift County Website
 - Local Newspaper
 - College Website
 - Bench and Bar
 - InDeed
 - Social Media
 - Professional Association Website
 - GovernmentJobs.com
 - Other
14. If you selected Other, please indicate where you heard about this opportunity with Swift County.