

## STATE'S ATTORNEY POSITION

LAKE COUNTY is currently seeking a candidate for appointment of a full-time State's Attorney. The appointment will continue until January 6, 2019.

SALARY: Negotiable based on experience. (Minimum \$71,534)

CLOSING DATE: Open until filled. Review of letters of interest, resumes, and references will begin on October 27, 2017, and will continue until the position is filled.

GENERAL INFORMATION: Appointee would need to run in the general election on November 6, 2018 for a new two-year term that begins on January 7, 2019, and win in order to continue in this position. Appointee will perform professional legal work in the civil representation of Lake County and prosecution of criminal crimes, juvenile crimes, and juvenile abuse and neglect cases in Lake County.

### EXAMPLES OF DUTIES INCLUDE:

- Prepare and manage a caseload of civil cases, criminal cases, juvenile cases, and juvenile abuse and neglect cases. Present cases for legal proceedings. Prepare, draft, and file legal documents and correspondence. Perform legal research.
- Review offenses, police reports, and evidence to make determination on charges and/or need for additional investigation.
- Communicate, correspond, and collaborate with parties involved in cases including victims, parents, school personnel, attorneys, court personnel, and law enforcement regarding procedures and actions for those cases. Respond to inquiries from the public and the media.
- Make recommendations for custody, parental rights, sentences, and restitution.
- Represent and advise the Board of County Commissioners, elected and non-elected Lake County department heads, and Lake County agencies and offices on litigation and legal issues by attending Commission meetings; drafting correspondence, ordinances, and resolutions; giving oral and written legal opinions; preparing and reviewing contracts, agreements, easements, bid specifications, civil/criminal proceedings, and other legal documents. Prepare and present training to Lake County officials on legal issues involving county government. Serve on boards, panels, and task forces.
- Review petitions for involuntary commitment proceedings for mental illness.
- Answer, handle, or direct phone calls and walk-in traffic from clients and the general public regarding legal concerns and questions.
- Supervise, educate, and train staff.
- Stay informed on changes in relevant law and statutes and proposed legislation and policy pertaining to local government law, criminal law, juvenile delinquency, and juvenile abuse.

MINIMUM QUALIFICATIONS: Applicants must have a Juris Doctorate degree and be admitted to practice law in the State of South Dakota.

**PREFERRED QUALIFICATIONS:** Work experience in criminal law and/or the representation of state, municipal, or county government.

**HOW TO APPLY:** Individuals who want to be considered for an appointment are asked to submit a letter of interest, resume, and a list of references to the Lake County Commission by e-mail at [lakegovt@lake.sd.gov](mailto:lakegovt@lake.sd.gov); by mail to the Lake County Board of Commissioners, Attn: Shelli Gust, 200 East Center Street, Madison, SD 57042; or in person to Shelli Gust, Commission Administrative Officer, 2<sup>nd</sup> Floor of the Public Safety Building.

Review of letters of interest, resumes, and references will begin on October 27, 2017, and will continue until the position is filled.

For additional information or questions, please contact Shelli Gust, Commission Administrative Officer, at 605-256-7630.