

Position Opening

Rolette County Commission is seeking applications for State's Attorney:

Position: Full Time (appointed/elected)

Salary: Excellent Salary provided, negotiable depending on qualifications and experience

Exemption status: Exempt

Support staff: one secretary (non-paralegal)

Assistant State's Attorneys: none

N.D. Public Employees retirement and deferred comp available

Sanford health care Employee share 30%, Employer share 70%

Description: All Duties and Obligations under N.D.C.C. §11-16-01- ¶11-16-15

The State's Attorney attends regularly scheduled Court appearances to address criminal complaints and citations in Rolette County. The State's Attorney will also be responsible for all appearances at all juvenile court proceedings. Must review reports and determine the appropriateness of citations and/or draft complaints and other documents. The State's Attorney will be responsible for drafting petitions and other documents for juvenile court proceedings regarding allegations of deprivation, delinquency and unruly conduct. Must be able to communicate with law enforcement to address needs and concerns regarding case files and follow up investigations.

Thorough understanding of Juvenile Procedure, Criminal Procedure, and Rules of Court required;

Must have knowledge of, or become familiar with, jurisdictional issues involving Indian country;

Will advise the County Commission on various issues and research topics when requested;

Will be responsible for drafting of all briefs and motions as well as the required research for all proceedings before the District and The North Dakota Supreme Court;

Must be available at all times for addressing search warrants and other proceedings outside regular office hours;

Will be responsible for drafting and coordinating documents between Judges and law enforcement during active investigations when officers and agents are in the field;

Must have Juris Doctorate degree from accredited law school and proved transcripts;

Must have valid license to practice law in North Dakota;

Must have record of good standing with the North Dakota BAR

Prior experience with criminal court proceedings (3 years)

Trial experience preferred

Must be proficient in drafting motions and briefs on various topics;

Will be responsible for all drafting of any documents, researching relevant issues, arguing and presenting all motions and responses, and evaluating the sufficiency of the evidence regarding the prosecution of any and all felony, misdemeanor, and infraction level offenses, and any criminal jury and bench trial, and non-criminal traffic violations.

Prepare briefs and argue appeals to North Dakota Supreme Court.

Prepare motions, briefs, and other pleadings, and try post-conviction relief matters.

Prepare, file and try civil asset forfeitures on seized property.

Represent petitioner in Juvenile Court and mental health cases as assigned and attend Juvenile Court and mental health hearings.

Recommend, assists in developing and monitoring department budget.

Appear in District Court for various hearings and legal matters.

Present evidence in preliminary hearings involving felony charges.

Position is open until filled.

How to Apply:

Send the Following materials to:

Rolette County Commission

PO Box 939, Rolla ND 58367

1. Resume, provide transcripts or other verification of degrees, certification and license;
2. Three (3) professional references;
3. Will be subject to background check prior to hiring;
4. Rolette County Application for employment is available by contacting the Rolette County Auditor at (701) 477-5665.