



Job Title: State's Attorney, Clay County, South Dakota

General Information:

This position will be appointed by the County Commission to fill the remaining term of office vacated by the resignation. Appointment to commence June 1, 2023. Selected candidate required to maintain residence in Clay County on or before June 1, 2023. Subsequent terms of office must be filled by general election.

Duties and Responsibilities:

- Prepare and manage an office, including two other attorneys and two paralegals with a caseload of misdemeanors, felonies, juvenile offenses, and juvenile abuse and neglect cases.
- Responsible to present cases for legal proceedings. Perform legal research. Prepare, draft, and file legal documents and correspondence.
- Review offenses, police reports, and evidence to make charging determinations on all criminal offenses occurring within the county. Prepare, send, and track subpoenas for witnesses and records. Prepare and interview witnesses for legal proceedings. Appear regularly in court. Select jurors.
- Ensure protocols for victim notifications of proceedings.
- Make recommendations for custody, parental rights, sentences, and restitution for juvenile, magistrate and felony files.

Qualifications:

- Graduation from a college of law & attainment of a Juris Doctor degree from an accredited law school.
- Licensed to practice law in South Dakota).
- Working knowledge of: civil and criminal law and methods and practices of pleadings; court procedures and rules of evidence; principles, methods, materials, and practices utilized in legal research; and general law and established precedents.
- Ability to prosecute cases.
- Ability to speak and write effectively in the preparation and presentation of legal matters.
- Must successfully complete pre-employment background process.

Salary: Statutory minimum \$71,534 annually.

Applicant Requirements;

- Vitae, Cover Letter & Writing sample (not to exceed five pages)

Clay County, South Dakota is an Equal Opportunity Employer.

To view full job posting, visit: claycountysd.org/careers