

Job Class Title: Assistant Division Director – County Attorney (Unclassified)

BASIC FUNCTION:

To assist in managing and directing the functions of a designated division (Pre-Trial Justice Division; Criminal Division; Juvenile Division; Civil Division; Victim, Witness and Community Services Division; Human Services Legal Division; or Child Support Services Division) of the Office of the Ramsey County Attorney; to participate as a member of the County Attorney's Management Team in the formulation and implementation of policies and procedures for carrying out the responsibilities of the Office of the Ramsey County Attorney; to assist in the supervision and direction of division staff in carrying out the mission of the assigned division; to perform designated non-managerial functions specific to the functions of the division to which assigned; and to perform related duties as assigned.

EXAMPLES OF WORK PERFORMED

1. Promote a diverse, culturally competent, and respectful workplace.
2. Direct community outreach relationships and programs to attract and retain a diverse workforce.
3. Assist the division director in the supervision and management of all functions of the division to which assigned, and function as division director in the director's absence.
4. Perform designated specialized non-supervisory functions relating to the functions of the division to which assigned.
5. Conduct performance appraisals on attorneys, law clerks, paralegals, investigators, advocates, child support enforcement staff, support staff, and office managers/supervisors.
6. Assist in the supervision of attorneys, law clerks, paralegals, investigators, advocates, support staff, child support supervisors and child support enforcement staff by reviewing, evaluating, revising and discussing work product and policy, legal opinions, charging decisions, and litigation pleadings, strategies and settlements, so that legal positions and office policies are thoughtful, accurate, consistent and well-communicated.
7. Conduct/participate in meetings of Division, County Attorney's Management Team, other Management Teams within Ramsey County and other Ramsey County committees.
8. Upon the request of the County Attorney, provide public information by speaking to media, individual citizens or groups, and respond to questions and complaints from the public to facilitate understanding of the functions of the Office of the Ramsey County Attorney and the law.
9. Serve as a resource and task force or committee participant for appropriate entities such as law enforcement organizations, Council on Abuse, Child Abuse Team, County Attorney's Association, medical community, citizens groups, state-wide groups, State Government groups and the Legislature by providing research and legal information.
10. Communicate with all law enforcement agencies on criminal justice policies and procedures of mutual interest within the jurisdiction of the Office of the Ramsey County Attorney.
11. Provide training in the law, state and federal regulations, and in all areas of responsibility within the Office of the Ramsey County Attorney.
12. Advise clients in writing, in person or on telephone after obtaining facts from clients and researching applicable law so that clients may formulate policy in conformity with law and with knowledge of legal risks.
13. Draft legal documents such as contracts, leases, pleadings, etc. by obtaining objectives from client, researching law and writing documents so that it both conforms to law and meets client's objectives.
14. Draft legislation by determining client's or public policy objectives and drafting appropriate language; monitor legislative problems and communicate any problems with legislation along with suggested solutions to legislative liaison.
15. Participate in policy making and setting policy within Division and within the office as a whole, to include establishing and implementing charging standards, plea negotiation standards, sentencing procedures, and collection and enforcement policy, subject to the direction and approval of the Ramsey County Attorney.

16. Study and analyze existing systems, make recommendations for improvements, implement change and innovation, such as converting manual operations to automated systems or establishing new procedures for managing contracts, litigation, specific collection functions or administrative hearings.
17. Supervise the preparation of periodic reports and caseload analyses.
18. Interpret policies and procedures to subordinate supervisors, explain their applications and ensure that they are followed by staff.
19. Identify and meet the training needs of staff in order to meet program goals.
20. Develop standards, contracts and policies necessary in the administration of the division.
21. Assist the division director by developing, implementing and revising policies and procedures necessary to ensure compliance with all applicable statutes and rules.
22. Assist the division director in developing innovative programs to address matters of public safety, crime prevention and intervention, civil law and child support and seek additional funding for these innovative programs by applying for local, state, and federal grant funds.
23. Assist the division director in supervising grant-funded programs and preparing all reports necessary to comply with the requirements of all local, state, or federal grants.
24. Assist the division director in supervising extradition of adult and juvenile offenders by: approving or declining extradition of these individuals from other states and foreign jurisdictions for return to Ramsey County; assisting other states and foreign jurisdictions in the return of their offenders residing in Ramsey County; and preparing extradition documents for signature by the Governor or United States State Department.
25. Assist the division director in supervising the implementation of the Uniform Mandatory Disposition of Detainers Act by approving or declining the return and prosecution of prisoners in Minnesota state correctional facilities, foreign state facilities, and United States correctional facilities on criminal charges originating in Ramsey County and by supervising the preparation of appropriate documents required under the Uniform Mandatory Disposition of Detainers Act.
26. Recommend to the court or oppose the reinstatement and forfeiture of bail in the amount of money that is just and appropriate for payment to Ramsey County or the State of Minnesota.
27. Assist the division director in the establishment of guidelines and criteria for the pre-court diversion of adult and juvenile offenders and, in specific cases, approve or decline the diversion of offenders who request alternative resolution of their cases.
28. Assist the division director in supervising the implementation of various Interstate Compacts including the Interstate Compact on Witnesses and the Interstate Compact on Juveniles by: assisting foreign jurisdictions in compelling witness residing in Ramsey County to return to the demanding state to testify; by approving the return to Ramsey County of essential witnesses residing in foreign jurisdictions; and by approving or declining the payment of money for transportation, food and lodging of these witnesses.
29. Assist the division director in supervising the selection of expert witnesses needed to testify in criminal and civil cases and authorizing the expenditure of money to be paid to these witnesses.
30. Assist the division director in evaluating, developing, preparing and presenting the division's budget recommendations to the County Attorney.
31. Assist the division director in implementing, supervising, monitoring and modifying the division budget.
32. Assist the division director in enforcing employment policies and procedures including but not limited to: evaluating and making recommendations on candidates for employment and promotion; making recommendations and enforcing disciplinary actions; and supervising the enforcement of performance improvement plans.
33. Supervise the selection and impaneling of the Ramsey County Grand Jury; provide legal advice to the grand jury and present cases for its review.
34. Assist the division director in supervising the prosecution of juvenile and adult offenders, including the decision to certify a juvenile to stand trial as an adult and/or to refer an offender for federal prosecution.
35. Assist the division director in supervising all legal proceedings involving the enforcement of child support and the establishment of paternity.
36. Assist the division director in supervising all legal matters involving child protection, civil commitments, and other areas of civil law, which are the responsibility of the County Attorney.

(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

ESSENTIAL FUNCTIONS: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36.

SUPERVISOR/MANAGERIAL RESPONSIBILITY:

Assist in the supervision of a division of up to 160 employees, including managers/supervisors, attorneys, law clerks, paralegals, investigators, advocates, child support enforcement staff, and support staff positions. Assist in making hiring decisions with respect to law clerks, paralegals, and support staff; and assist in making recommendations regarding the hiring of attorneys and other professional personnel.

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily contact with the County Attorney, First Assistant County Attorney, Chief Deputy County Attorney, police departments, social service agencies, County Board, County Manager, County department heads, citizens, judges, Chiefs of Police Association, and attorneys both within and outside of the Office of the Ramsey County Attorney. Daily contact with school personnel, probation officers and supervisors, Chiefs of Police, police officers, and District Court personnel. Weekly contact with State and Federal Department of Human Services to discuss the impact and implementation of regulations. Monthly contact with legislators, other local elected officials and staff. Monthly contact with the County Attorneys Association and its Boards and Committees, Chiefs of Police Association, foreign police departments, foreign social service agencies, foreign police and probation agencies, and schools from outside of Ramsey County and the state.

IMPACT ON SERVICES/OPERATIONS:

Directly affects the ability to organize, direct, manage and coordinate a division of the Office of the Ramsey County Attorney under the direction of the division director. Positions are responsible for assisting in division management and for performing designated specialized non-supervisory functions in the division to which assigned. Proper performance of duties results in the provision of effective, timely legal services for the citizens of Ramsey County and for Ramsey County government. Improper performance would result in poorly managed divisional services, leading to failure of division to achieve its essential mission and possible legal liabilities resulting therefrom. Improper performance would result in significant risks to public safety if individuals guilty of serious crimes go unpunished or individuals wrongly accused are prosecuted. Decisions made significantly impact the tax resources of the county in that the costs of prosecution, legal advice given to the County Board and other county agencies, and the enforcement of child support greatly affect the revenue and liability of the county.

WORK ENVIRONMENT:

Work is performed in a standard office environment, in courtrooms, counsel chambers, and public forums. Work involves use of a computer for several hours per day. May require commuting within the metro area, thereby involving exposure to seasonal weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of criminal and civil law and their application.
- Knowledge of pretrial and trial procedure and rules of evidence.
- Knowledge of legal research techniques.
- Knowledge of specific statutes, ordinances, regulations and case law affecting the operation of Ramsey County departments.
- Knowledge of specialized fields such as medicine, engineering, real estate appraisal, psychology, chemistry, etc., when necessary, to effectively represent clients.
- Knowledge of the provisions of federal, state and local laws pertaining to human services; principles and practices of social services or economic assistance administration; principles and techniques of

management and supervision; public and private community resources available for referral and utilization of human services programs.

- Knowledge of the court system in Ramsey County.
- Knowledge of Ramsey County operations.
- Knowledge of procedures and rules for Administrative Hearings.
- Thorough knowledge of the principles and techniques of public administration including management, supervision, training and labor relations.
- Knowledge of the methods of computerized legal research.
- Knowledge of federal and state child support statutes, case law, and regulations.
- Ability to organize, direct and supervise a division within the Office of the Ramsey County Attorney.
- Ability to understand, interpret and execute policies for child support programs.
- Ability to relate well to people at all levels in a manner that promotes cooperation and teamwork; direct and supervise the work of others; express ideas clearly and concisely, both verbally and in writing.
- Ability to develop procedures; apply managerial principles and department policies in directing a major division or multiple programs; promote and support community partnerships; prepare and present reports.
- Ability to identify major trends, assign priority to objectives, and allocate resources effectively towards those objectives.
- Ability to appraise, interpret and apply legal principles and precedents to difficult legal problems.
- Ability to prepare, present, and try complex civil or criminal cases and solve complex legal issues.
- Ability to present statements of fact, law, and argument clearly, logically, and forcefully, both in written and oral form.
- Ability to weigh the consequences of decisions which affect the office, county law enforcement agencies and the public.
- Ability to train and direct the work of other professional and non-professional staff members.
- Ability to communicate with and relate calmly, logically and sensitively to crime victims, police, other attorneys, County departments, labor union representatives, community organizations, the media and the public.

MINIMUM QUALIFICATIONS:

For Assistant Division Directors in Pre-Trial Justice; Criminal; Juvenile; Civil; Victim, Witness and Community Services; or Human Services Legal Divisions:

Education: Graduation from an accredited college of law.

Experience: Six years of experience as a practicing attorney.

Certifications/Licensure: Licensed to practice law in the State of Minnesota and completion of 45 credits of legal education every three years.

For Assistant Division Directors in Child Support Services Division:

Education: Bachelor's Degree in public administration, business administration or a related field.

Experience: Six years of administrative/managerial experience in a comparable environment.

Substitution: Experience may substitute for education, and education for experience on a year-for-year basis.

Revisions: 09-25-19, 04-21-17, 04-04-16, 07-25-14, 05-12-03