



Strong Foundation. Strong Future.

MINNEHAHA COUNTY
invites applications for the position of:

Deputy Public Advocate / Senior Deputy Public Advocate

All applications must be submitted by 5:00 p.m. on the date the position closes.

SALARY: \$2,392.80 - \$2,576.80/Biweekly **OPENING DATE:** 5/12/17 **CLOSING DATE:** 6/12/17 at 5:00 PM

GENERAL INFORMATION:

The Minnehaha County Public Advocate's Office invites applications for a Deputy Public Advocate/Senior Deputy Public Advocate to perform professional legal work for Minnehaha County.

The hiring range for this position is \$2,392.80 - \$2,576.80/bi-weekly with full earning potential of \$3,465.60/bi-weekly.

EXAMPLES OF DUTIES INCLUDE:

Prepare and manage a caseload of misdemeanor, felony, abuse and neglect, and mental commitment cases. Provide legal advice and assistance to clients. Represent clients in court and at hearings and perform appellate work. Provide representation to clients for felony and misdemeanor cases, appeals, abuse and neglect proceedings, mental committal hearings, involuntary committal hearings, and juvenile cases. Meet and communicate with clients. Interview witnesses. Obtain reports and records. Review police reports, grand jury transcripts, and all other case discovery. Examine evidence and investigate claims. Make recommendations on sentences. Assist clients with treatment programs, court ordered classes, or counseling. Perform legal research and writing. Draft, prepare, and file legal documents and correspondence and performs appellate work. Interview defendants to ascertain case facts. Arrange pretrial investigations with paralegals and other office staff. Correlate findings and prepare case. Conduct case, examine and cross examine witnesses, and summarize case to the jury. Perform legal research and writing. Draft, prepare, and file legal documents and correspondence. Track and record time on each case for billing purposes. Perform other clerical tasks associated with case preparation.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school. Must have either passed the South Dakota bar examination and be eligible to practice law in the state of South Dakota; be licensed to practice law in any other state and able to take the next available South Dakota bar examination; or be a recent law school graduate, eligible to sit for the next available South Dakota bar examination. Comparable combination of education and experience may be considered. Possession of a valid driver's license and must maintain a safe driving record with Minnehaha County. Must successfully complete pre-employment background process. Demonstrates a commitment to working with the indigent accused and to providing social advocacy to the clientele served by the Public Advocate's Office. Working knowledge of civil and criminal law. Working knowledge of court procedures. Working knowledge of methods, materials, and practices utilized in legal research. Ability to work with a diverse population and be attentive to the needs of the clientele. Ability to meet with clients offsite. Ability to appear in court on a daily basis. Ability to speak and write effectively in the preparation and presentation of legal matters. Ability to establish and maintain effective working relationships with co-workers, other agencies, and the public. Ability to maintain professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

Demonstrate a commitment to working with the indigent accused and to providing social advocacy to the clientele served by the Public Advocate's Office.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>
OUR OFFICE IS LOCATED AT: 415 N Dakota Avenue, Sioux Falls, SD 57104
605-367-4337 jobs@minnehahacounty.org

Job #17-47 JD
DEPUTY PUBLIC ADVOCATE /
SENIOR DEPUTY PUBLIC ADVOCATE

Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.