



Strong Foundation. Strong Future.

**MINNEHAHA COUNTY**  
invites applications for the position of:

# Deputy State's Attorney / Senior Deputy State's Attorney

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

**SALARY:** \$2,514.40 - \$2,988.00 Biweekly **OPENING DATE:** 06/02/17 **CLOSING DATE:** Continuous

## **GENERAL INFORMATION:**

The [Minnehaha County State's Attorney's Office](#) invites applications for a Deputy/Senior Deputy State's Attorney to perform routine professional legal work in the prosecution of civil and criminal crimes, juvenile crimes, and juvenile abuse and neglect cases in Minnehaha County. Responsibilities of the Deputy State's Attorney vary and may include reviewing offenses and evidence to make determination on charges and prosecuting violations of state law; reviewing requests for petitions and determining appropriate course of action; making recommendations for child custody and parental rights; and attending legal proceedings.

Compensation for appointment as a Deputy State's Attorney will be between \$2,514.40 - \$2,576.80/bi-weekly. Consideration for appointment as a Senior Deputy State's Attorney requires a minimum of two years of relevant work experience, and compensation will be between \$2,641.60 - \$2,988.00/bi-weekly dependent upon qualifications. *Full earning potential for position is \$3,640.80/bi-weekly.*

This posting remains open until filled and the initial review of applications will begin June 23rd.

## **EXAMPLES OF DUTIES INCLUDE:**

Prepare and manage a caseload of predominantly misdemeanor cases, low-level felonies, juvenile violation cases, and juvenile abuse and neglect cases. Present cases for legal proceedings. Perform legal research. Prepare, draft, and file legal documents and correspondence. Review offenses, police reports, and evidence to make determination on charges. Prepare, send, and track subpoenas for witnesses and records. Prepare and interview witnesses for legal proceedings. Select jurors. Stay informed on changes in relevant law and statutes and proposed legislation and policy pertaining to criminal law, juvenile delinquency, and juvenile abuse and neglect. Draft proposed legislation. Appear before legislative committees. 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 the State's Attorney's Office at public, private, and inter-governmental programs and events. Communicate with the media and prepare press releases. Serve on boards, panels, and task forces. Train and educate volunteers, law enforcement, and social workers on their roles and duties on legal issues and the court process duties. Train interns. Supervise clerical staff and interns. Answer, handle, or direct phone calls and walk-in traffic from clients and the general public regarding legal concerns and questions.

## **MINIMUM QUALIFICATIONS:**

Graduation from a college of law. Attainment of a Juris Doctorate degree from an accredited law school. Admission by the Supreme Court of South Dakota to practice law in the state of South Dakota; or be licensed to practice law in any other state and able to take the next available South Dakota bar examination; or be a recent or imminent law school graduate, eligible to sit for the next available South Dakota bar examination. Comparable combination of education and experience may be considered. Must successfully complete pre-employment background process. Consideration for appointment as a Senior Deputy State's Attorney requires a minimum of two years of relevant work experience. 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. Ability to establish and maintain effective working relationships with coworkers, other agencies and the public. Ability to maintain professional appearance and demeanor.

**PREFERRED QUALIFICATIONS:**

Strong oral argument skills.

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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](mailto:jobs@minnehahacounty.org)

Job #17-54 JD  
DEPUTY STATE'S ATTORNEY /  
SENIOR DEPUTY STATE'S ATTORNEY

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.

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