



2024-11
4123010
04/30/24

POSITION VACANCY ANNOUNCEMENT
BELKNAP COUNTY

Position Title	Labor Grade	Salary Range	Department/Division	Work Shift
Deputy County Attorney	14	\$86,216-\$102,918	County Attorney	Salaried

SPECIAL INSTRUCTIONS:

Closing Date for submitting Application: An application is required and may be completed by going to the County's website www.belknapcounty.org clicking on the "Employment" tile and "Apply on-line". Resumes are encouraged but will not serve as a replacement for the required application. Questions contact: [Jamie Ellsworth](#), Human Resources, 34 County Drive, Laconia, NH, 03246; Phone 603-729-1245. Position will remain open until filled.

Under the general supervision of the Belknap County Attorney, assists with seeking justice for the community. Enforces the laws of the State of New Hampshire within Belknap County with reference to ethical, constitutional and the high prosecutorial standards of the Office of the Belknap County Attorney. Represents the Belknap County Attorney in his/her absence.

ESSENTIAL JOB FUNCTIONS:

- Represent the Belknap County Attorney in his/her absence.
- Assists with the development of county and statewide criminal investigation and prosecution strategies.
- Represent the State of New Hampshire in the Belknap County Superior Court and lower courts in criminal proceedings, appearing before a variety of judges, juries
- Represent County of Belknap in civil court matters (habeas corpus proceedings, prisoner lawsuits) related to criminal cases. This may include state as well as federal court.
- Direct the Belknap County Multidisciplinary Child Advocacy Center Team
- Direct the Belknap County Multidisciplinary Sexual Assault Resource Team
- Supervise and direct the activities and caseload of assistant county attorneys and student interns
- Assist with the supervision of office staff and development of office policy
- Handle major crime prosecution
- Conduct legal depositions
- Make autopsy determinations
- Authorize wire tapping in drug cases
- Develop county and state-wide training programs for law enforcement
- Screen investigations from police agencies and assign cases for grand jury indictment
- Provide oversight of plea offers and plea negotiations to ensure office-wide consistency
- Negotiate with defense attorneys regarding case dispositions
- Attend community meetings, liaison with other agencies

- Keep abreast of developing criminal law, both state and national
- Conduct legal research
- Prepare cases for grand jury presentation, draft indictments and present witnesses
- Prepare felony prosecutions and present all stages in court, including jury trial
- Respond to law enforcement for advice, crime scene assistance
- Meet with crime victims/witnesses for trial preparation, answer legal questions
- Write and file legal motions and memoranda and respond in writing and orally in court to defense pleadings
- Prosecute probation violations and represent the State in post trial hearings
- Represent the State at the Sentence Review Board, NH Parole Board, etc.

OTHER DUTIES AND RESPONSIBILITIES:

- Testify at legislative hearings
- Performs special projects and related responsibilities as initiated and requested.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

MINIMUM QUALIFICATIONS REQUIRED: Bachelor's Degree and Juris Doctor of Law; admission to the bar of the State of New Hampshire and Federal District Court-District of New Hampshire and 5-10 years experience required. Justice of Peace

Knowledge of:

- Current federal and state criminal law and ongoing developments
- Proper handling of evidence.
- Proper handling, preservation and presentation of evidence, including firearms, bloody items, drugs expelled from body cavities, etc.
- Computer software, on-line legal research, trial exhibit displays, courtroom technology;
- Medical, forensic, technical terminology in addition to legalese
- State and national criminal justice issues;

Skill in:

- Major Crime Prosecution
- Advanced prosecution training for complex litigation, sexual crimes, etc.
- Interviewing & presentation skills for all audiences

Ability to:

- Handle the graphic and often disturbing aspects of crime scenes.
- Deal with the stressful, emotional situations relating to crimes.
- Deal with exposure to inmates, offenders, angry family members and supporters, including very dangerous individuals.
- Handle all manner of conflict and grasp and resolve issues quickly.
- Interact positively with a diverse spectrum of people – judges, the press, lawyers, police, politicians, witnesses and victims from all walks of life.
- Supervise and manage effectively
- Juggle multiple tasks and courtroom presentations simultaneously
- Withstand and assess personal threats to safety
- Develop curriculum and train law enforcement

- Work long hours
- Be available and on call as needed and assigned.

SUPERVISORY RESPONSIBILITY:

Directly supervises the activities and performance of the Victim Witness Coordinator (VWC), assists in supervising Assistant County Attorneys, law students and other interns, office support staff, and in the absence of the County Attorney, manages all others in the office. Carries out supervisory responsibilities in accordance with Belknap County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Generally a normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- May use computer keyboards requiring eye-hand coordination and finger dexterity.
- May be exposed to outside elements when responding to accident & crime scenes.
- Balancing, crouching, grasping, pulling, reaching and stooping may also be required.
- Availability 7 days per week, 24 hours per day as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

GENERAL PROVISIONS

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after three working days.

In the event the County determines applicants are equally qualified after the oral interviews, and an applicant has furnished proof of entitlement with his/her application, a veteran shall receive preference in hiring related decisions.

"An Equal Opportunity Employer M/F/DP/V"