



Linn County
CRIMINAL PROSECUTOR II

SALARY	\$53.63 Hourly \$4,290.13 Biweekly \$111,543.43 Annually	LOCATION	Linn County Courthouse, IA
JOB TYPE	Full Time	JOB NUMBER	2024-00518
DEPARTMENT	COUNTY ATTORNEY	DIVISION	ATTORNEY-CRIMINAL - 0105B
OPENING DATE	12/10/2024	CLOSING DATE	12/22/2024 11:59 PM Central
FLSA	Exempt	BARGAINING UNIT	AT

Description

Linn County is committed to creating a Customer-Center Culture placing our internal & external customers at the center of everything we do! Why do we do this? We get that question a lot. The answer is simple: We want our customers to have a positive experience. Our co-workers are customers too. Exceptional internal customer satisfaction leads to exceptional customer satisfaction for the public!

Why work at Linn County?

- Competitive wages with annual pay increases & annual cost of living increase (depending on budget)
- Medical, dental, vision, short & long term disability, and supplemental life insurance
- Iowa Public Employee's Retirement Pension Plan (IPERS)
- Wellness program offering credit on insurance premiums to eligible employees
- Free on-site fitness centers
- 100% County paid basic life insurance
- 12 paid holidays per year
- Training & professional development opportunities

Salary:

Beginning: \$111,543.43 · Level 1: \$117,120.60 · Level 2: \$122,976.63 · Level 3: \$129,125.46

About Criminal Prosecutor II:

Prosecutes criminal offenses for the State of Iowa in Linn County, Iowa, limited to indictable misdemeanors. Knows the County's Customer-Centered Culture principles, the County's Mission, Strategic Plan and Core Values and demonstrates a commitment to customer satisfaction for all customers on a regular basis.

Essential Functions

- Completes pretrial preparation by making charging decision, issuing search warrants, preparing indictment documents, reviewing police reports, witness/victim interaction, pretrial hearings, legal research, initial appearance hearings, and bond reviews.
- Participates in trial work by negotiating case dispositions, meeting with judges, attorneys, officers, and witnesses, and trying bench and jury trials, preparing for multiple trials.
- Completes post-trial work by sentencing, restitution hearings, probation review hearing, probation revocation hearings, contempt hearings for noncompliance with court orders, and preparing statistics on case dispositions.
- Promotes community outreach by serving on boards including department of corrections, education, domestic violence, reality alcohol programs, courthouse procedures, and answering questions about potential criminal matters.
- Performs all other related duties as assigned.
- Knows the products they personally produce and the customers of each product. Listens to the "Voice of the Customer" and closes gaps between customer expectations and experience whenever possible.

Minimum Qualifications & Requirements

- **Requires Juris Doctorate from and accredited law school.**
- **Over one year of experience is required.**
- Ability to use PC computer, dictaphone, telephone, copy machine, fax, audio visual equipment, voice mail, computer programs (Adobe Acrobat, Iowa Code, Microsoft Office, ICIS, DOT).
- Ability to read case decisions, police reports, judge's rulings, witness statements, letters, defense motions, Code of Iowa, and other legal documents.
- Ability to prepare court documents including motions, pleading, briefs, and correspondence.
- Ability to calculate victim restitution, technical accident, and OWI cases.
- Work is widely varied, involving analyzing and evaluating many complex and significant variables.
- Interact with support staff, attorneys, judges, witnesses, clerks, law enforcement, court, administration, department of corrections and public.

Special Requirements:

Must be licensed to practice law in the State of Iowa or have graduated from an accredited law school and taken or scheduled the taking of the Iowa Bar Exam. Valid Driver's License. Must pass a County physical examination which includes a drug test offer of employment. Subject to criminal and credit history review. Regular work attendance required. Must remain awake and aware of surroundings at all times.

Shift

Monday - Friday
8 a.m. - 5 p.m.

Agency

Linn County

Address

Jean Oxley Public Service Center
935 Second Street S.W.
Cedar Rapids, Iowa, 52404-2100

Phone

319-892-5120

Website

<http://www.linncountyjowa.gov>