

LANCASTER COUNTY  
ATTORNEY I

NATURE OF WORK

This is entry level professional legal work as an attorney on the County Attorney's/Public Defender's legal staff preparatory to assuming the more independent duties of an Attorney II.

Work involves performing professional legal work with some supervision initially by more experienced attorneys. The major emphasis of the duties of this class include preparation of misdemeanor, juvenile criminal and civil cases for trial; prosecuting/defending cases in district and appellate courts. Employees within this class are subject to more supervision in the conduct of trial work with the nature of work less difficult and demanding compared to higher level attorneys. An employee in this class receives supervision in the form of trial support and consultation from an attorney of a higher level. Work is evaluated in terms of the effectiveness of the preparation and/or presentation of cases and the soundness of legal opinions.

EXAMPLES OF WORK PERFORMED

Research the law and write memorandums and briefs for presentation in assigned cases; prepare briefs and make oral arguments for presentation to court in suits involving the County.

Investigate, prepare and prosecute/defend misdemeanor and felony cases with supervision; assist other staff attorneys in preparing and prosecuting/defending felony criminal cases and appellate court cases, as assigned.

Consult and review work on preparation of cases with higher level attorneys in order to learn departmental practices and procedures.

Interview clients, client families, expert witnesses and related case individuals; investigate facts in order to advise clients about recommended procedures in assigned cases.

Prepare legal opinions, memoranda and data for higher level attorneys; prepare first drafts of new or amended statutes, opinions or legislation.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of constitutional law, state statutory law and court rules.

Knowledge of County and City ordinances.

Knowledge of judicial procedures and of the rules of evidence and court rules.

Some knowledge of the organization, functions and legal provisions affecting the operation of County departments.

Some knowledge of defense trial advocacy.

Ability to analyze, appraise and organize the facts, evidence and precedents concerned in cases; and to present such material orally and in writing in clear and logical form.

Ability to prepare, present and argue cases in court and assist more experience attorneys in the same activities.

Ability to establish and maintain effective working relationships with clients, the public, co-workers, and justice system personnel.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited College of Law with some experience as a practicing attorney.

NECESSARY SPECIAL REQUIREMENT

Membership in the Nebraska State Bar Association with eligibility to practice law in the State of Nebraska.

Approved by: \_\_\_\_\_  
Personnel Director

Revised 11/97

PS7410