

LANCASTER COUNTY SUPERVISING ATTORNEY

NATURE OF WORK

This is experienced professional legal and supervisory work as an attorney on the County Attorney's legal staff.

Work involves performing professional legal work with minimal supervision from chief deputies and the County Attorney. The emphasis of the duties assigned to this class of professionals includes assignment to and preparation of complex, major-felony criminal cases for trial, supervising attorneys in the Attorney I and Attorney II class, and maintaining direct oversight and consistency in case management. Attorneys in this class may be required to manage any case, at any time, particularly during times of employee transition, and must have demonstrated an ability to manage the responsibilities of an Attorney II competently, ethically and completely. Attorneys within this class have the highest degree of independence but will be required to regularly consult with the chief deputy or County Attorney. Attorneys in this class are expected to directly provide training and supervision of at least six attorneys in the Attorney I and Attorney II class. Performance is evaluated based on an ability to supervise other attorneys, the effectiveness and efficiency of the preparation and/or presentation of cases to the court or others by the attorneys in their supervision group, and the soundness of legal arguments and opinions offered by the attorneys in their supervision group.

EXAMPLES OF WORK PERFORMED

Perform complex legal research and supervise Attorney I and II research; review statutes and prepare statutory language for application or change.

Prepare assigned cases for trial, prepare pleadings, supervise and direct supplemental investigations, manage all phases of pre-trial procedure, manage all phases of disposition, be prepared to meet all legal defenses, and prosecute complex, major-felony cases.

Supervise the need for and admissibility of expert and other witness testimony on cases in their attorney supervision group.

Review cases with attorneys in their supervision group and advise attorneys on all phases of case management, as needed, to include issues of case initiation, case progression, pre-trial and trial procedure, issues of uniformity and consistency, professional responsibility obligations, and disposition.

Provide daily supervision of cases assigned to the attorneys in their supervision group, particularly during employee transitions within the office, to assure sufficient attorney resources are dedicated to maintaining the steady administration of justice in county and district court.

Provide or arrange for "second chair" jury trial support for the attorneys in their supervision group.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of constitutional law, federal, state, and local statutory law, local ordinances, and accepted court interpretation of the same.

Extensive knowledge of the Rules of Professional Conduct, including special rules for prosecution, rules regarding exculpatory evidence, the local and general rules of judicial procedure, and the Rules of Evidence.

Extensive knowledge applying the rules in the active prosecution of felony-level criminal cases, and profound knowledge of caselaw of the same.

Considerable knowledge of the Office of the County Attorney, its functions and legal limitations.

Ability to analyze, appraise and organize the facts, evidence and precedence applicable to cases; and to present such material orally or in writing in a clear and logical manner.

Ability to establish and maintain effective working relationships with law enforcement departments, witnesses and victims, the public, co-workers, and justice system personnel.

Ability to supervise less-experienced attorneys and effectively communicate expectations to them.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited College of Law and ten years of experience as a criminal litigation attorney, including substantial jury trial experience prosecuting felony criminal cases.

MINIMUM QUALIFICATIONS

Graduation from an accredited College of Law with two years of experience as a criminal litigation attorney; plus seven years of Attorney I work and at least three years of experience of Attorney II work; plus five years of experience managing primarily felony criminal cases, two years of experience managing primarily victim-based felony offenses and two years of experience managing felony level child abuse cases; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

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