

Deputy Buffalo County Attorney. Experience preferred. General Nebraska prosecution responsibilities, including, but not limited to: case review and preparation, criminal trials, juvenile court, advise law enforcement on legal issues, and serve as county coroner. Salary DOE. Benefit package. Please submit a cover letter and résumé to: Shawn R. Eatherton, Buffalo County Attorney, P.O. Box 67, Kearney, NE 68848-0067. Applications will be accepted through September 6, 2022, or until the position is filled. EOE/AA/Veterans Preference

**POSITION TITLE:** DEPUTY COUNTY ATTORNEY  
**DEPARTMENT:** BUFFALO COUNTY ATTORNEY'S OFFICE  
**REPORTS TO:** BUFFALO COUNTY ATTORNEY  
**SUPERVISES:** LEGAL ASSISTANT

**PURPOSE OF POSITION:** To provide a wide range of professional legal services for the County, including preparing complex criminal, civil, and juvenile cases for trial; to serve as a prosecutor of the State in litigation; to advise law enforcement on legal issues; serve as coroner; cross deputized as Deputy City Attorney for Kearney.

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### Essential Functions

- ✓ Prosecutes a variety of cases, including traffic, misdemeanors, juvenile, felonies, and civil matters
- ✓ Reviews and analyzes police reports and citations
- ✓ Determines if charges should be filed or if further investigation needs to be conducted
- ✓ Studies, interprets, and applies statutes, court decisions, and legal authorities
- ✓ Prepares legal pleadings such as complaints and motions
- ✓ Corresponds with defense counsel
- ✓ Interviews witnesses and victims to prepare for court proceedings
- ✓ Reviews evidence for completeness and accuracy and directs any follow up investigation
- ✓ Represents the State in court, examines witnesses and presents evidence
- ✓ Interviews and prepare expert witnesses
- ✓ Tracks case progress by making case notes at the back of the file
- ✓ Performs legal research as necessary
- ✓ Answers correspondence, promptly return phone calls
- ✓ Advises law enforcement on legal questions
- ✓ Prosecutes city code violations, as appropriate
- ✓ Prepares for hearings, motions, and sentencings
- ✓ Discusses sentencing possibilities with victims
- ✓ Works with probation to determine and pursue probation violations
- ✓ Prosecutes violation of probation orders
- ✓ Files motions to forfeit bond with bond conditions are violated
- ✓ Prepares briefs and oral arguments as necessary
- ✓ Perfects and argues appeals to the district court
- ✓ Supervises subordinate office, clerical and administrative employees
- ✓ Works with various outside agencies including the SAFE Center, Victim Witness, and FAN, on issues of domestic violence and child abuse
- ✓ Attends appropriate community service organizations, such as CRT and MADD as applicable.
- ✓ Works with victim witness to insure that victims are adequately informed

- ✓ Assists in the preparation and review of affidavits, arrest warrants, and search warrants
- ✓ Maintains up to date knowledge of statutes and case law
- ✓ Mental health commitments by emergency protective custody
- ✓ Acts as county coroner on an on call basis
- ✓ Drafts press releases
- ✓ Manages LB 1184 meetings (juvenile prosecutor)
- ✓ Prepare, advise and handle juvenile court custody issues
- ✓ Attends continuing legal education classes
- ✓ Insures compliance with victim notification
- ✓ Prepare contracts for confidential informants and others
- ✓ Rotate on-call

### **Marginal Functions**

- ✓ Provides legal assistance to other County officials as requested
- ✓ Prepare ordinances
- ✓ Perform other duties as directed or as the situation dictates
- ✓ Media interviews as necessary
- ✓ Conducts public awareness and education as requested
- ✓ Contribute to youth government and legal education programs
- ✓ Help other attorneys and staff members as the workload dictates

### **Essential Knowledge, Experience, and Abilities**

- ✓ Thorough knowledge of constitutional law, Nebraska Statutes, City of Kearney Ordinances, and case law
- ✓ Ability to analyze and apply legal principles, facts, evidence, and precedents
- ✓ Considerable knowledge of judicial procedures, rules of evidence, and court rules
- ✓ Ability to communicate clearly, logically, and forcefully, both orally and in writing
- ✓ Conduct trials effectively
- ✓ Methods of legal research
- ✓ Knowledge of the duties and ethics of an attorney
- ✓ Thorough knowledge of business English, spelling, grammar, punctuation, and arithmetic.
- ✓ Thorough knowledge of departmental policies and operations.
- ✓ Ability to research and analyze many pieces of detailed information and to reach a solution to the objective.
- ✓ Ability to perform assignments with accuracy and attention to detail.
- ✓ Ability to work without supervision and to establish and perform work patterns and priorities with minimal direction.
- ✓ Ability to make independent decisions based upon experience and knowledge of departmental operations.
- ✓ Thorough knowledge of County policies, rules, and regulations.
- ✓ Thorough knowledge of and experience in utilizing a variety of computer systems, hardware, and software packages.
- ✓ Ability to maintain the confidentiality of all departmental documents and transactions.
- ✓ Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established procedures and policies.
- ✓ Ability to maintain cooperative working relationships with fellow employees, supervisors, governmental officials, the court system, and the general public.

### **Essential Education, Certifications, and/or Licenses**

- ✓ Graduation from an accredited law school with a Juris Doctorate degree followed by admission to the Nebraska State Bar.

### **Essential Physical Demands and Typical Working Conditions**

- ✓ Work is generally performed indoors in an office setting and requires a considerable amount of standing or walking.
- ✓ Work duties require sporadically lifting and carrying up to 15 pounds for up to 300 feet.
- ✓ Work duties require considerable interaction with the general public.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.