

Job Announcement

Hughes County State's Attorney

Hughes County is currently accepting applications for appointment to the elected position of State's Attorney. This is an appointment to an elected position until the next general election in 2018. Should the appointee desire to continue to serve at that time, the appointee must run for re-election. The State's Attorney is the chief legal officer and prosecutor for the county and will supervise and direct all personnel and functions of the Office of the State's Attorney, pursuant to South Dakota law.

The State's Attorney shall prosecute violations of state law including felony, misdemeanor, juvenile delinquency and citations, and abuse and neglect cases. Duties include reviewing police reports and evidence to make determination on charges. Prepare subpoenas for witnesses and records. Interview witnesses. Select jurors. Review requests for juvenile petitions and determine appropriate course of action. Represent the Department of Social Services in abuse and neglect proceedings. Perform legal research and prepare and file legal documents and correspondence. Provide legal advice to the County Commission and other county officials. Prepare press releases. Communicate with the media. Supervise Deputy State's Attorneys, clerical staff and work with law enforcement and others.

This is a full time elected position and has a full range of benefits, including retirement, health and dental insurance.

Qualifications:

Must have a working knowledge of civil and criminal law and methods and practices of pleadings; court procedures and rules of evidence; principles, methods, materials and practices utilized in legal research; and general law and established precedents. Must have the ability to prosecute cases, to speak and write effectively in the preparation and presentation of legal matters, and to maintain professional appearance and demeanor.

Must have the ability to deal tactfully with others, interpret laws, ordinances, and administrative rules. Follow established procedures, make timely and accurate decisions, demonstrate leadership and management skills, be goal-oriented, and meet deadlines. Must have the ability to plan, organize, prioritize, and direct the work of others to meet schedules and deadlines; prepare clear, concise, and accurate reports and to understand and follow both verbal and written instructions; and communicate effectively both verbally and in writing. Must be able to establish and maintain effective relationships with employees, other agencies, and the public. Must be able to conduct interviews with individuals, including those who are reluctant to provide information or who are not communicative. Must be able to perform legal research efficiently and effectively.

Must be a graduate of an accredited law school and a licensed attorney in the State of South Dakota in good standing. Prior trial or appellate law experience is beneficial. Experience with City, County or State Government also beneficial. Must have a valid SD Driver's License. Background check required. Must be a resident of Hughes County at the time of appointment.

Closing Date: Open until filled.

Starting Salary will be from \$72,000 to \$84,000 annually, depending on qualifications.

For an application packet contact your local Department of Labor or Karla Pickard at 104 E Capitol Avenue, Pierre, SD 57501. Phone 605-773-7477. Applications and resumes should be returned to: Kevin Hipple, County Manager, 104 E. Capitol Avenue, Pierre, SD 57501.

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