

## Position Announcement

**Department:** County Attorney's Office  
**Position:** Deputy County Prosecuting Attorney  
**Location:** Duties in both Rock Springs and Green River  
**Grade:** 22 – Entry level  
**Salary:** \$5,620.28 per month  
**Classification:** “AT-WILL” Full-time; exempt  
**Benefits:** Health, Dental, Vision, Life, Retirement, Vacation, Sick Leave, Holidays, Bar Dues and Excellent Training Opportunities.

**This is an entry level position**

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### Desired Education/Training/Aptitude:

- \* JD Degree from an accredited law school, must be licensed to practice in Wyoming
- \* Valid driver's license with good driving record
- \* On call 24 hours a day for 7 days, approximately every 10 weeks
- \* Pre-employment drug test
- \* Must pass a criminal history check

**Position Summary:** Under direction of the County Attorney, Deputies prosecute criminal violations from charging through trial and sentencing; will also provide opinions, advice and assistance to law enforcement, courts and other governmental/social service agencies.

### Major Areas of Responsibility And Performance:

#### Prosecutes:

- Reviews investigative files submitted by law enforcement agencies;
- Monitors and assists with investigations;
- Prepares charging documents;
- Researches and briefs pre-trial motions;
- Conducts arraignments, preliminary hearings, motion hearings, trials and sentencing hearings;
- Assists victims and witnesses;
- Negotiates plea agreements;
- Works with Victim/Witness staff and court service staff;
- On call 24 hours a day for 7 days, approximately every 10 weeks.

#### Provides Legal Advice:

- Advises and assists law enforcement agencies, Department of Family Services, and Probation and Parole.

#### Provides Public Service:

- Works to improve prevention programs in the community
- Educates the public regarding criminal, victims' rights and juvenile issues

**Other Duties:** Performs other duties as assigned

**To Apply:** Submit a completed Sweetwater County employment application along with a resume to the Sweetwater County Human Resources Department, 80 West Flaming Gorge Way, Suite 17, Green River, WY 82935.

**Deadline:** Position is Open Until Filled

For additional information, please contact the **Sweetwater County Human Resources Office** at 307.872.3910, or via e-mail at [swchr@sweet.wy.us](mailto:swchr@sweet.wy.us).

This is **not** an employment contract – for informational purposes only.

Sweetwater County is an Equal Opportunity Employer