



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS *Work Session Agenda*

Tuesday, January 21, 2025

11:30 AM

or immediately following the regular board meeting

*Meeting to be held in the County Board Room
at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.*

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

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| 1 | Elimination of Assistant County Attorney I and update to Assistant County Attorney III
Job Description
<i>County Attorney Lindemann</i> | 11:30 |
| 2 | Comprehensive Plan Update
<i>Adam Ossefoort, PZ/SWCD Division Director</i> | 11:40 |
| 3 | Achievement Awards for Employees
<i>Jackie Bauer, County Coordinator</i> | 11:50 |

Todd County Position Description

Department: County Attorney
Position Title: Assistant County Attorney
Pay Grade: 16
FLSA: Exempt
Status: Non-Union
Reports to: County Attorney
Date: 2024-11

Purpose of Position

The purpose of the Assistant County Attorney (ACA) position is to provide prompt, professional legal services at the direction of the County Attorney. These services include, but are not limited to, performing work for the Todd County Board of Commissioners and other County boards, commissions and departments; prosecuting criminal and delinquency cases; providing legal representation to Todd County in civil suits wherein the County is a party; representing TCHHS in child protection matters and for child support enforcement, paternity proceedings, conservatorships, guardianships, and civil commitments.

ACAs are expected to handle all types of cases, from mundane traffic violations to the most serious, complex and disturbing cases that a prosecutor could ever face.

Basic Performance Expectations of all Todd County Staff

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Has strong communication and interpersonal skills.
- Is honest, fair and dependable.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, Board members and the public, and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Performs other duties as assigned or apparent.

Position-Specific Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned by the County Attorney.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Review charges and try cases:
 - o Evaluate and review evidence and analyze facts to determine whether to sue, charge, dismiss, request further investigation, or negotiate.
 - o Gather reports and other information from law enforcement, probation, and other stakeholders if legal assistants are otherwise occupied.
 - o Communicate openly with other attorneys in the office about the strengths and weaknesses of a given case, and be available to others to do the same for them.

- o Prepare cases for judicial and administrative proceedings by interviewing clients and witnesses, investigating facts, researching law, subpoenaing witnesses, analyzing adverse party arguments, and writing legal memoranda and briefs.
 - o Draft petitions, complaints, briefs, memorandums, proposed Court Orders, proposed Judgments (including proposed Findings of Fact and Conclusions of Law), stipulations, and other legal, civil or criminal documents and pleadings.
 - o Try criminal, civil or juvenile cases as assigned by the County Attorney.
 - o Represent the County at administrative and judicial hearings by presenting case-in-chief facts and evidence and testimony, while simultaneously analyzing opposing evidence and arguments in real time.
 - o Handle appellate matters by recommending whether or not to appeal a case, analyzing issues, reviewing transcripts, conducting legal research, drafting briefs, and making an oral argument to appellate courts.
- Provide legal services for County business:
 - o Research, advise, counsel, and prepare legal opinions for County employees, officials, the County Board, or department heads regarding legal matters.
 - o Negotiate contracts, leases, law suit settlements or similar legal matters by assessing the client's needs, evaluating the strengths and weaknesses of the client's and opponent's bargaining positions and meeting with the opponent's representatives so that the client's objectives can be reached at minimal cost.
 - o Draft and review contracts, bids, ordinances, and similar legal agreements to ensure they meet legal requirements.
 - o Prepare legal opinions and plans for litigation in order to resolve immediate issues and to establish a basis for resolving future matters of a similar nature.
 - Train and advise staff and others involved in County legal proceedings:
 - o Provide guidance and feedback to legal assistants about new procedures, changes in the law, proper legal citation format, creating pleading templates
 - o Counsel and educate employees in other stakeholder agencies, including law enforcement officers, corrections workers, social workers, child support workers, and mental health workers in areas of investigation, trial techniques, criminal law, civil law, juvenile law, strategy, and pertinent legal issues.
 - Represent the County Attorney's Office in meetings of boards, advisory committees, task forces, and other stakeholder organizations.
 - Serve as an ambassador of the Todd County Attorney's Office by supporting the Mission Statement of the Todd County Attorney's Office at all times:

To serve the people of Todd County with compassion and professionalism when prosecuting criminals, protecting our most vulnerable, and furthering the greater good in all county matters.

- Perform other duties as assigned by the County Attorney.

Minimum Education and Experience/Special Requirements

- Juris Doctor (J.D.) Degree from an accredited law school (after earning a Bachelor's Degree).
- Current licensure to practice law in Minnesota State Courts.
- Must possess and maintain a valid Minnesota driver's license.
- Must pass a criminal background check.
- Must be eligible for certification to access CJIS (Criminal Justice Information Services)
- Must have the technological capability to work remotely – from home or elsewhere -- as needed.

Preferred Qualifications

- Three or more years of relevant legal experience.

Knowledge, Skills and Abilities

- Promotes and actively supports a diverse, culturally competent, and respectful workplace.
- Demonstrates ability to effectively communicate with County Attorney and coworkers about:
 - o needing to work remotely and/or work outside of normal business hours;
 - o requiring special assistance with particular cases/projects;
 - o suggesting materials and other resources that would benefit the entire office;
 - o addressing perceived issues within this office and/or with other departments/agencies;
 - o advocating for one's own needs and the perceived needs of others.
- Demonstrates knowledge of legal principles and practices.
- Demonstrates skills in group presentation.
- Demonstrates skills in writing clearly and informatively.
- Demonstrates ability to work well under pressure.
- Demonstrates ability to share knowledge of the criminal justice system.
- Demonstrates ability to allocate time for professional development.
- Demonstrates ability to remain current on legislative changes.
- Demonstrates ability to plan and present court cases effectively.
- Demonstrates ability to conduct legal research.
- Demonstrates ability to speak clearly and persuasively -- in positive or negative situations.
- Demonstrates ability to read and interpret written information.
- Demonstrates ability to accept responsibility for his/her own actions.
- Demonstrates ability to follow through on commitments.
- Demonstrates an abundance mentality (as opposed to a scarcity mentality).
- Demonstrates a spirit of service – at work and in the community.
- Promotes overcoming evil with good.

Physical Requirements

ACAs are required to use a keyboard, stand to make presentations, express ideas and give directions orally, receive detailed information through oral communication, and lift boxes up to 25 pounds. Sometimes these tasks will be required for extended periods of time.

ACAs frequently work in climate-controlled offices with adequate lighting and a moderate noise level, in a Court room similarly situated, or remotely in an environment of his/her own choosing.

When appearing in Court, communicating with the public, or while engaged in any number of required work duties, some ACAs may experience uncomfortable physical manifestations of stress like sweating, nervous tremors, nausea, headaches, and other pains.

Additional physical requirements that occur may not be listed above, but are nonetheless inherent to performing this position's essential functions.