

JOB TITLE: ASSISTANT STATE'S ATTORNEY

SUPERVISOR: STATE'S ATTORNEY

Job Title	Assistant State's Attorney	Band/Grade	E81
FLSA Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
Title of Supervisor	Mountrail County State's Attorney		

JOB SUMMARY

The Assistant State's Attorney assists the State's Attorney in providing legal representation for Mountrail County involving prosecution of criminal cases and legal representation in civil matters related to the County and its entities.

SCOPE OF RESPONSIBILITY

The intent of this job description is to provide a representative summary of the primary duties and responsibilities performed by incumbents in this position. Incumbents may not be required to perform all duties in this description, and incumbents may be requested to perform position-specific tasks other than those listed in this job description.

- Conduct criminal prosecutions and civil litigations
- Attend and represent Mountrail County in various courtroom proceedings, such as bond hearings, pre-trial hearings, suppression hearings, bench trials, jury trials, and appeals
- Perform legal research, draft legal documents, and file motions, briefs, and other pleadings
- Review search warrant affidavits and draft search warrants
- Review law enforcement records and prepare criminal charging documents
- Consult with law enforcement personnel regarding investigations and legal procedures
- Negotiate cases with defendants and defense attorneys
- Present criminal and non-criminal juvenile petitions to the court for adjudication and disposition
- Present mental health involuntary commitment petitions to the Court for consideration and disposition
- Maintain up-to-date knowledge of techniques, information, and developments in the legal field

- Communicate with victims, witnesses, and other members of the public
- Attend and represent Mountrail County at county boards as requested and provide legal opinions
- Assist in the duties of the State's Attorney in their absence or as requested
- Be on-call on a rotating basis which will include nights and weekends to provide legal assistance
- Maintain confidentiality of non-public records and make available all data and information deemed a public record by the North Dakota Century Code
- Performs other related duties as assigned

REQUIREMENTS

- Juris Doctorate Degree from an accredited law school.
- North Dakota license to practice law OR be able to obtain licensing shortly after hire.
- Prior experience in a prosecutor's office preferred.
- Ability to communicate effectively in both verbal and written forms, and have strong public relations skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Valid Class D driver's license with a clean driving record (no major violations within past five years).
- Ability to establish and maintain effective working relationships with county officials, county staff, and the general public.

PHYSICAL REQUIREMENTS

- Prolonged periods of standing and walking.

Mountrail County is an Equal Opportunity Employer.

MOUNTRAIL COUNTY, ND

EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

Mountrail County Title VI Coordinator

Enclosures

Mountrail County (2-2012)

Mountrail County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This form will not be part of your application file or included in the documentation provided to the selecting official.

Please Print

Name

[illegible]

Date

Position applying for

Location

Birthdate

Gender

[illegible]

☐ Male
☐ Female

Racial/Ethnic Heritage (Check one)

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

How did you learn about this job opening? (List the name of the newspaper, employment agency, organization, agency employee, or other source):

[illegible]

We are an Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

ASSISTANT STATE'S ATTORNEY

HUMAN RESOURCES
hr@co.mountrail.nd.us
701-628-8980

MOUNTRAIL
COUNTY

This application is only for the position of Assistant State's Attorney, as advertised in the February 4 and 11, 2026 issues of the county official newspaper. **Applications will be accepted until 4pm on Friday, February 13, 2026** at the Office of the Mountrail County Human Resources, PO Box 69, Stanley ND 58784-0069.

Thank you for your interest in employment with Mountrail County! We are an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance and complies with the provisions of the North Dakota Human Rights Act.

GENERAL INFORMATION		
LAST NAME	FIRST NAME	MI
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE #		
EMAIL ADDRESS <i>By providing your email address, you hereby consent to receive all future notifications related to this application via email.</i>		
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Are you at least 18 years of age or older? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>please explain.</i>		
<i>Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.</i>		
Are you related to a Mountrail County employee or County Commissioner? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>who?</i>		
On what date would you be available to work?		
How did you learn of this job opening?		

EDUCATION / TRAINING	
HIGH SCHOOL NAME/LOCATION	Did you graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes
COLLEGE/LOCATION	Did you graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>degree earned</i>
OTHER TRAINING/LOCATION	Did you graduate? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>degree earned</i>
OTHER EDUCATION/TRAINING/SKILLS	

VETERAN'S PREFERENCE

To claim Veteran's Preference, you must be a US resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions. Refer to NDCC 37-19-1.

ARE YOU CLAIMING PREFERENCE AS A:

Veteran?

☐ No ☐ Yes; *must attach DD-214 & Report of Separation*

Disabled Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*

Spouse of Disabled Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability*

Spouse of Deceased Veteran?

☐ No ☐ Yes; *must attach DD-214, Report of Separation & Veteran's death certificate*

EMPLOYMENT EXPERIENCE

Please provide all places of employment in order to provide a complete work history. Attach a separate sheet of paper if necessary. Provide detail; do not use "see resume."

NAME OF MOST CURRENT EMPLOYER

PHONE #

JOB TITLE

DATES OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT

MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; *include supervisor's name and number.*

NAME OF EMPLOYER

PHONE #

JOB TITLE

DATES OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING EMPLOYMENT

NAME OF EMPLOYER

PHONE #

JOB TITLE

DATES OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING EMPLOYMENT

NAME OF EMPLOYER

PHONE #

JOB TITLE

DATES OF EMPLOYMENT

DUTIES & RESPONSIBILITIES

REASON FOR LEAVING EMPLOYMENT

EMPLOYMENT / PROFESSIONAL REFERENCES

Please list as references, three people that have knowledge of you and your qualifications. *No relatives please.*

NAME	ADDRESS (City/State/Zip)	PHONE # (Work/Cell)

DISCLAIMERS

I certify that my answers are true and complete to the best of my knowledge and that I am at least 18 years of age. I certify that I have not had a criminal driver's record on abstract for the past five (5) years. I authorize Mountrail County to perform a pre-employment background check. I acknowledge I must pass a pre-employment drug and/or alcohol testing if offered a position in accordance to Mountrail County's "Drug & Alcohol Use & Testing Policy". If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature of Applicant _____ **Date** _____