



## Burleigh County—Vacancy Announcement

**Job title:** Assistant State’s Attorney II—with Under Fill  
**Location:** Bismarck, ND  
**Terms:** Full time / Exempt  
**Salary:** \$76,648—\$84,510 annually  
**Application Deadline:** November 3, 2021, by 5:00 PM CST

**About Burleigh County:** The Burleigh County State's Attorney's Office handles felony, misdemeanor, infraction and traffic cases as well as juvenile court matters and mental health hearings. The State's Attorney is the legal advisor for all county officials and is the chief prosecuting officer for County.

**About the role:** Under supervision of the State’s Attorney, is responsible for duties associated with various legal functions of the agency such as conducting lawsuits, gathering evidence, enforcing laws, and maintaining narrative files.

**Responsibilities:**

- Responsible for gathering evidence, conducting criminal and civil lawsuits including trials and appeals, and presenting information in court to prosecute or defend actions.
- Advise law enforcement officers, prepare and present warrants, hold probable cause hearings, and review police reports for prosecution.
- Advise elected and appointed officials and county employees as to their legal duties.
- Draft legal documents, prepare legal opinions, pleadings, motions, briefs and orders, and conduct legal research.
- Establish and maintain working relationships with judiciary, other attorneys, county officials, and law enforcement.

**Candidate Requirements:**

- Juris Doctorate from an accredited law school and licensed to practice law in the State of North Dakota.
- Must have two or more years of experience as an attorney practicing criminal law.
- Requires a valid driver’s license; applicant will be subject to a standard post offer background and criminal records check.
- Must efficiently operate a computer with knowledge of word processing, Westlaw, and/or similar legal research software.
- Must communicate clearly and concisely, orally and in writing.

**If no candidates meet the above requirements the position may be under filled with an Assistant State’s Attorney I**

**Job title:** Assistant State’s Attorney I— Under Fill  
**Location:** Bismarck, ND  
**Terms:** Full time / Exempt  
**Salary:** \$67,787 —\$74,734 annually

**Candidate Requirements:**

- Same as listed above except: No years of experience required
- Juris Doctorate form an accredited law school and licensed to practice in the state of North Dakota.
- Those sitting for the February 2022 BAR Exam.

**How to Apply:**

- Applicants must apply and register at the following website: <http://www.burleighco.com/jobs/>
- Applicants must also provide:
  1. Cover letter
  2. Resume
  3. Three (3) professional references
  4. Law school transcripts
  5. A non-law review writing sample

- Applications and all supporting material must be received in the Burleigh County Human Resources office by the deadline listed.
- Supporting documents may be emailed to: [drhilborn@nd.gov](mailto:drhilborn@nd.gov)  
Or mailed to: Burleigh County Human Resources  
316 N. 5th St Suite 106  
PO Box 5518  
Bismarck, ND 58506
- We only accept applications online for vacant positions that are listed on our website.

**Veteran's preference:** Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preferences must also include Form DD214 and a letter less than one year old from the Department of Veterans Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept. of Veteran's Affairs indicating disability, or the veteran's death certificate.

People who may need additional job information or may require accommodation or assistance with the application or interview process should contact Burleigh County Human Resources at 701-222-6669.

**A complete job description is available from the Burleigh County Human Resources Office.**

**Equal Opportunity Employer:**

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.