



Carlton County, Minnesota  
**Office of Human Resources**  
301 Walnut Ave, P.O. Box 510, Carlton, Minnesota 55718

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October 9, 2018

**CARLTON COUNTY JOB ANNOUNCEMENT**

**POSITION:** Assistant County Attorney  
Carlton County Attorney's Office

**ESSENTIAL DUTIES:** Provide legal services to the Carlton County Board of Commissioners and other Carlton County boards, commissions and departments. Prosecute criminal cases and provide legal representation in civil lawsuits. Provide legal advice and opinions to various County departments as the need arises within each department. Provide legal representation to various human services units/functions. (This is the entry level in this class series. Work assignments provide the opportunity to refine the knowledge and skills obtained through prior experience and education in order to function effectively at the senior level.)

**MINIMUM QUALIFICATIONS:** Graduation from an accredited law school. Three years of full-time work experience in a legal field. Or an equivalent combination of education and experience sufficient to perform the essential functions of the job. Child protection experience preferred.

**CERTIFICATES/LICENSES REQUIRED:** Must be licensed to practice law in the State of Minnesota with the ability to complete 45 credits of continuing legal education every three years to maintain licensure. Must hold a valid Minnesota driver's license.

**SALARY:** \$31.48 - \$39.35 Hourly

**CLOSING DATE:** October 22, 2018

**TO APPLY:** A completed Carlton County employment application is required and must be submitted to Human Resources in person, via email to [employment@co.carlton.mn.us](mailto:employment@co.carlton.mn.us) or via US mail.  
Applications available from: <http://www.co.carlton.mn.us> or Carlton County HR Office, 301 Walnut Street  
P.O. Box 510, Carlton, MN 55718 Phone: (218) 384-9140