

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Name:

Position Title:

Class Title: Staff Attorney

Class Number:

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) criminal investigation and law enforcement or investigative methods, practices and procedures; (b) agency policies and procedures; (c) safety practices and procedures; (d) case preparation techniques; (e) rules of evidence;

Skill in: (f) computer operation; (g) typing; (h) motor vehicle operation

Ability to: (i) maintain accurate documentation; (j) communicate effectively; (k) maintain confidential and sensitive information; (l) establish facts and draw valid conclusions; (m) use proper research methods in gathering data; (n) gather data, people or things; (o) handle sensitive inquiries from, and contacts with, officials and general public.