

State's Attorney Job Description:

Due to the recent resignation of the Butte County State's Attorney, the Butte County Commission is accepting applications for the position of State's Attorney. This position would be an appointed position until January 2025. Thus, the State's Attorney would be up for election during the 2024 election cycle. This is a salary position. Salary depends on experience and will be set by the Butte County Commission. Posting will remain open until filled.

Qualifications:

- Bachelors Degree from an accredited University
- Juris Doctorate Degree from an accredited University
- Must be duly licensed to practice as an attorney and counselor at law by the Supreme Court of this State.
- Membership in the State Bar of South Dakota
- Must be able to frequently sit, walk, stand, bend, kneel, stoop, reach and lift, push or pull and manual dexterity is needed to type, write, use a calculator, and answer telephone
- Upper body strength is a requisite to lift/move a maximum of 20 lbs unassisted to carry files to court
- Ability to communicate effectively orally and in writing
- The ability to talk and communicate both electronically and face to face

Responsibilities:

- Provide opinions and advice to the Board of County Commissioners and other civil officers of the county on all matters in which the county is interested or relating to the official duties of the board or officers.
- Develop and maintain office budget, supplies and equipment
- Appear in Court and prosecute or defend on behalf of the state or county all actions or proceedings, civil or criminal, in which the state or county is interested or a party.
- Reviewing law enforcement reports
- Making criminal charging decisions
- Presenting evidence at probable cause hearings, whether before the Court or Grand Jury
- Representing the State of South Dakota at Initial Appearances and Arraignments
- Representing the State of South Dakota at Status and Motion Hearings
- Making bond arguments at hearings before the Court
- Attend and advise the grand jury
- Begin and prosecute civil action or actions on behalf of the county against the county commissioners
- Conducting legal research and writing, and motion preparation
- Abiding by all victims' rights and assisting victims through the criminal justice system
- Meeting with victims and other witnesses throughout the prosecution of cases
- Preparing law enforcement officers, witnesses and victims for courtroom testimony
- Preparation for and presentation of evidence at court and jury trials
- Responsible for updating and training law enforcement on relevant areas of the law
- State's Attorneys handle appeals from magistrate to circuit court, and initial habeas filings at the State level
- Most work is performed indoors in an office where noise and interruptions often occur
- The holder of the office of State's Attorney must be a resident of Butte County prior to taking office.

Please submit a cover letter and resume to Annie Reich, Butte County Auditor, 117 Fifth Avenue, Belle Fourche, SD 57717. You may also call with any questions at 605-892-4485.