Goodhue County
County Attorney

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STEPHEN F. O'KEEFE
Goodhue County Attorney

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Emma L. Russ
Carol K. Lee, *Part-time*

TO: Goodhue County Board of Commissioners
Scott Arneson, Goodhue County Administrator

FROM: Stephen O'Keefe, Goodhue County Attorney

DATE: November 20, 2026

RE: 2027 Salary Request

Minnesota law requires the County Board to set the salary of the County Attorney each year. The position of County Attorney is an elected office requiring a high level of knowledge, accountability, decision making, and the ability to perform the duties of the office in accordance with legal ethics as well as a high level of independent judgement. It is an incredible honor to serve as the Goodhue County Attorney, and I truly appreciate the support I have received from both the public and the County Board.

For 2027, I respectfully request the County Board set my salary in the amount of $202,350, which is my current salary of $196,456 plus the 3% general wage adjustment approved for non-union employees. In support of my salary request, I offer the following information:

Duties and Responsibilities

The duties and responsibilities of the County Attorney are varied and changing with each passing legislative session. To successfully perform the job, the County Attorney must continuously seek knowledge in a wide range of laws affecting county government and criminal prosecution. In this regard, experience is critical and having a well-trained staff is of utmost importance.

As County Attorney, my primary responsibility is to act as a guardian of public safety; working with law enforcement, focusing on holding criminals accountable, and protecting the rights of crime victims. This is a 24-7 responsibility, requiring myself, and my assistant county attorneys to be available evenings and weekends to respond to calls from law enforcement officers related to traffic stops, arrests, search and seizure, sexual assault, homicides, child protection, and domestic violence situations.

In addition to our criminal prosecution duties, my staff and I are relied upon daily to have a working knowledge of a broad range of legal practice areas affecting county government. For

example, we are routinely required to answer legal questions in the areas of general government, data practices, the open meeting law, contracts, data practices, risk management, land use and zoning, right of way and eminent domain, tax forfeiture, child protection, child support, licensing, public nuisance, elections, employment, Sheriff's civil process, etc. Our work impacts department budgets beyond our own and we play an important role in the county's overall risk management.

Each week I receive questions from county departments seeking guidance or legal advice on a wide variety of issues they are facing. These requests require a broad base of legal knowledge and experience as the subject matters can be complex and department specific. On any given day, I will receive questions from administration, health and human services, land use, highway, finance, or the sheriff's office. With turnover and reduced staff in many departments, the level of involvement of myself and my staff continues to increase.

Finally, as County Attorney, I act as the managing partner of a law office of ten (10) attorneys, eight (8) support staff, and the treatment court coordinator. I assume all the duties and responsibilities as a "department head" and manage a net operating budget of approximately 2.5 million dollars inclusive of treatment court. The position of County Attorney is unique in that it is an elected Office that carries added responsibility and accountability directly to the public.

For your reference, I have attached my job description that includes a more detailed statement of my responsibilities.

Performance

My office handles a very high volume of work. Each year we review and process more than 2000 law enforcement criminal case referrals as well as hundreds of petty misdemeanor and misdemeanor citations issued by law enforcement. According to data reported on the Minnesota State Court's website, Goodhue County major case filings, including child protection and juvenile delinquency cases, routinely ranks second among our comparison counties. This is true for minor criminal case filings as well, which includes misdemeanor and petty misdemeanor offenses. Only Olmsted County ranks higher among our comparison counties.

Attorneys and staff are repeatedly exposed to traumatic events, images, and body worn camera recordings related to criminal activity including homicide, child abuse, and sexual assault. We have seen a recent influx of violent and complex criminal cases referred to and prosecuted by this office. For example, in the past seven years, the Goodhue County Attorney's Office has prosecuted 10 homicide cases, five (5) of which involving charges of First-Degree Murder and/or Second-Degree Murder. Two of these cases were presented to a Grand Jury who returned indictments for first degree murder. All these cases resulted in convictions, with significant prison sentences imposed. The two remining cases listed below, Criminal Vehicular Operation and Attempted 1st Degree Murder, remain pending and have required considerable work in 2026.

6/15/2019- M.R. (1st and 2nd Degree Murder) (Grand Jury)
8/28/2020- C.D. (2nd degree murder) (no Grand Jury available due to COVID-19 pandemic)
5/06/2022- J.M. (2nd Degree murder)
5/26/2023- H.M. (1st and 2nd Degree Murder) (Grand Jury)

11/18/2024- D.N. (2nd Degree Murder) (conviction in 2026)
3/10/2025- S.V. (Criminal Vehicular Homicide case) (criminal case pending)
12/11/2025- W.P (Attempted 1st Degree Murder) (criminal case pending)

Each of these cases garnered a significant amount of public interest and required a high level of attention by myself and my assigned assistant county attorneys. For example, in 2023-2024, my office prosecuted a father for violently abusing and murdering his 8-week-old infant son. This case required myself and two of my assistant county attorneys to review hundreds of video clips depicting the repeated violent acts of child abuse. Together as a team we presented this difficult evidence to a 23-member Grand Jury who returned an indictment on First Degree Murder. I am relieved to report that this defendant was convicted and is serving a 40-year prison sentence. However, the lasting mental and physical stress as well as vicarious trauma sustained by myself, my assistant county attorneys, the members of the public who served on the Grand Jury, and my staff, will take much longer to process. Finding ways to support my staff that experience these types of cases will be one of my priorities in 2027.

Law enforcements continued focus on investigating high level drug offenses and crimes involving online child sex trafficking resulted in numerous charges and convictions in 2026. This included eight new First Degree Controlled Substance crime cases with several carried over from previous years. These crimes involve the possession and sale of large amounts of controlled substances. My attorneys also assisted law enforcement with successful investigations into online child sex trafficking and possession of pornographic works resulting in five new charges in 2026. My office will continue to work with law enforcement on similar investigations.

Unique to 2026, my office litigated two murder cases (one was an attempt) that involved a defense of mental illness. Both cases required significant preparation, use of expert witnesses, and skilled prosecution to reach favorable outcomes that protect public safety. I am very proud of the two attorneys who invested a significant amount of their time and energy this past year in these two cases. Mental illness and legal competency of the people we deal with seems to be a growing issue. We have noticed a rising number of our criminal cases in which defendants are undergoing competency evaluations. This past year also saw an increase in the number of civil commitment cases filed, from 27 total in 2025, to 35 to date in 2026. With this comes the need to hire more expert witnesses/evaluators and longer time frames for case resolution, especially in criminal cases.

In addition to our prosecution duties, we respond weekly to significant changes in the Court system. The biggest piece in recent years relates to the new digital exhibit system (MNDES) mandated by the courts, and to ongoing changes to court processes and calendars. Use of MNDES requires my staff to electronically upload all our exhibits into the court system before it can be admitted into evidence during trial. This way of submitting evidence and using it in court has created significant challenges with technology, and in time and resources for my attorneys and staff. With ongoing training, we are becoming more proficient in its use, but the increased time it takes to prepare cases for trial remains.

Internally, I continue to lead my staff in the adoption and implementation of office wide new technology. The move to the redesigned web-based records management system (MCAPS web

edition) has gone well and we are already seeing the benefits of that. The MCAPS web edition is part of our move toward paperless record keeping, and we are close to full implementation. Going paperless will help us reduce our physical storage needs, cut down on staff time spent tracking down files and information, and better mesh with the electronic data systems of law enforcement and the courts. Staff have done a great job embracing new technologies and participating in training to become more proficient.

Keeping up with demand can be challenging. Employee turnover in other departments directly impacts the demands on my office. Significant legislative changes also impact our workload. The 2023 session is a great example. Major changes were made to delinquent property tax forfeiture laws, the cannabis bill and extreme risk protection orders (ERPO's). The State's recently adopted Clean Slate Act and cannabis expungement laws have created administrative challenges that we continue to navigate. While these laws were enacted in previous years, they continue to require a significant investment in time and energy.

In addition, 2026 was a mid-term election year that was overshadowed by heightened skepticism and scrutiny. My staff and I have worked closely with elections staff to troubleshoot and resolve issues as they came up and will continue to do so as election staff deal with issues related to recounts, election procedures, and data practices requests.

Staffing wise, we lost a 30+ year employee to retirement in 2025. This retirement created opportunities for others within the office and created an entry level position in our support staff that we were able to fill. This retirement also forced us to rethink how we fulfill our important responsibilities to victims of crime. Procedural changes were made and staff stepped up and took on new responsibilities. As a team, I feel that we have met the challenge but with that have come important lessons that we will need to address in the coming years. Most importantly, evaluating how we can continue to meet our growing victim/witness service demands. I and my two Deputy Managing Attorneys will continue to prioritize training and supervision of all staff in 2026 in order to meet the ongoing demands of our high workloads.

Experience and qualifications

I graduated from St. John's University (MN) with a four-year bachelor's degree in accounting. I received my Juris Doctor degree from Mitchel Hamline School of Law in 1992. I interviewed for the position of Assistant Goodhue County Attorney on St. Patrick's Day, 1993 and began full-time work in the office in April of that year. I am fortunate to have spent my entire career in this office, learning the trade from very talented and experienced attorneys and staff. In total, I have over 33 years of experience working in the Goodhue County Attorney's office, first as an assistant county attorney and for the past eight (8) years as the elected County Attorney. I have prosecuted all levels of criminal cases from traffic tickets to homicides and have worked with every department on a broad range of legal issues. I have appeared and successfully argued cases before the Minnesota Court of Appeals and Minnesota Supreme Court.

To hold office, I must maintain a law license in good standing, meet all continuing education requirements, be admitted to practice law in the State of Minnesota and in Federal Court, and of course maintain the confidence and support of the electorate. I perform my duties

conscientiously and with dedication to the trust the public has placed with me. I am honored to hold this office.

Budget

I am not seeking any changes to my previously submitted budget. As you know, my budget is heavy on personnel costs, making up over 90% of my total budgeted expenses. We will continue to assess our needs over the course of 2027, keeping in mind the changes noted above. I monitor my budget closely and make every effort to remain within my budgeted limits. My office holds misdemeanor prosecution contracts for eight cities within the county that will bring in approximately $206,000 dollars in revenue in 2027.

In addition, the Goodhue County Treatment Court will receive over $110,000 in grant funds from the Minnesota Judicial Branch to support its operations. We just received notice that an additional $35,000 in funding is available which, if awarded, will provide additional program opportunities and help defray more of the County's program costs. I have been a member of the treatment court team since its inception and helped secure a $500,000 grant from the Department of Justice that supported treatment court through its first five (5) years. Subsequently, Goodhue County treatment court received initial two-year funding from the Minnesota Judicial Branch that ended June 30, 2025, and a second commitment for an additional two years through June of 2027. I am proud of what our treatment court has accomplished and will continue to support it.

Other

I ask the board to take into consideration several other factors in support of my request. First, although my position is classified as a "department head" in the personnel policy, as an elected official I am not treated equally regarding several benefits. For example, I do not earn sick or vacation leave hours and therefore am not eligible for a balance payout at retirement. Additionally, I am also not eligible for the department head benefit of allowing the conversion of up to 80 hours of accumulated vacation time to a payment into a deferred compensation account. At the higher end of the county pay scale this alone could result in approximately $7,500 of additional compensation that elected officials are not eligible for.

Second, in 2023 the state public defender system saw significant increases to their pay structure. I have attached their pay structure for your reference, noting the pay ranges for Managing Attorneys and Chief Public Defenders listed at the bottom. These numbers took effect August 2023, and based on recent job postings, they remain the same.

Finally, I direct you to review the 2024 Annual Wage Review Report completed by DDA and presented at the County Board Meeting on November 19, 2024. This report included a market wage comparison using the 10 selected comparison counties. The office of County Attorney was included in this analysis. According to the report conclusions, my salary was well within the market calibration ranges set by the Board.

Conclusion

In 2026, the Board set my salary at $196,456, keeping in line with the county's overall pay structure. For 2027, I am asking that my base salary remain the same, increased by the 3% overall wage adjustment approved by the Board for non-union county employees, or $202,350. I

believe my request is fair and equitable based on the county's pay structure, my experience, commitment, workload, and the unique nature of the elected office.

I appreciate the support this board has provided my office over the years and sincerely thank you for your consideration of my request.

SFO/jk

GOODHUE COUNTY POSITION DESCRIPTION

Position Title: Goodhue County Attorney
Department: County Attorney

Date: July, 2025
Location: Justice Center

Supervisor(s):
Phone Number: 651-267-4950

PRIMARY OBJECTIVES OF POSITION:

The County Attorney is an elected county official statutorily responsible for administering and enforcing the laws of the State of Minnesota and its political subdivisions. Primary areas of responsibility include felony and misdemeanor criminal prosecutions, municipal law, family law, juvenile law, and general civil practice in all of the courts of the state. Attorneys litigate, negotiate, advise, and counsel, representing the State of Minnesota, the County of Goodhue, and its citizens.

The County Attorney must know, understand, and apply current laws and regulations to the extremely varied facts and situations presented on a daily basis for appropriate legal action or advice. Employee daily advises other department heads and county officials concerning defining and executing their areas of responsibility.

Since the events of September 11, 2001, the County Attorney's Office has become an integral resource for other County departments in developing plans to provide homeland security in the face of foreign and domestic terrorist threats. The County Attorney staff meet with local officials from law enforcement, government and emergency services. Public officials discuss issues of security at the local nuclear plant, agricultural chemical facilities, railroads, bridges, and public buildings. Goodhue County Public Health authorities consult with the County Attorney on legal ramifications of their expanded responsibilities for pandemic response, quarantine plans, mass immunization liability, bio-terrorism response planning, and employee safety issues. This role in national defense is an evolving area of responsibility for county government. It brings many new legal issues of the highest priority and involves balancing constitutional issues of individual freedoms with pressing new security concerns.

This employee constantly analyzes complicated factual situations and directs immediate appropriate responses, sometimes including arresting individuals, searching people's homes, paying large sums of money or entering into contractual obligations. Such decisions frequently expose the employee and others to possible lawsuits and even to physical danger. The consequences of error are great. The workload is heavy with questions coming from many sources and involving many areas of expertise. Decisions are often irrevocable, binding the State or the County to extensive legal and financial obligations.

This difficult job must be done fairly and objectively. Most actions take place in the public arena with full coverage by, and debate in, the local press. County Attorneys must comply with their oaths of office, constitutional and statutory responsibilities, their ethical obligations as professionals, and the political expectations of the electorate.

A non-exclusive list of major areas in which the County Attorney practices includes the following:

Minnesota Criminal Code - Felonies, Gross Misdemeanor, Misdemeanor, and Petty Misdemeanors

Crimes against persons/Victim's Rights (includes homicide, sexual assault, physical assault, robbery, criminal vehicular operation)
Child Abuse (includes physical abuse, sexual abuse, neglect, and maltreatment)
Theft/Burglary/Crimes Against Property

- Drugs
- DWI/Traffic/Boating
- Welfare Fraud

Appellate Court Representation in Civil and Criminal Appeals

Representing and Advising Goodhue County in Administrative Proceedings

- Employment Law
  - Unemployment Eligibility
  - Workers' Compensation
  - Employee Discipline and Dismissal

Public Utilities Commission Proceedings

Data Practices Advice

Election Law/Voting Fraud Enforcement

General Municipal Law and Regulation

- Licensing
- Contracts
- County Board and Open Meeting Law

Government Relations

County Ordinances/Code Violations

- Health
- Zoning
- Food/Water/Lodging/Trailer Courts
- Sanitation
- Soil and Water

Child Support/Paternity

- Enforce/Establish Obligations
- Establish Paternity

Child Welfare

- Children in Need of Protection or Services
- Terminations
- Delinquency
- Child Abuse/Protection/Prosecution
- Licensing and Maltreatment Appeals
- Education

DNR Enforcement

- Hunting and fishing regulations

Highway Right of Way and Eminent Domain

Mental Health

- Commitments
- Guardianships
  - End of life determinations (DNR, DNI, etc.)
- Maintaining and supporting commitments of sexual offenders

Tax Appeals

Federal Court representation of Goodhue County in civil matters

Bankruptcy Court representation of Goodhue County and advice to County Departments receiving bankruptcy notices

Education of Others

- Law Enforcement Seminars
- Children and the Law
- Employee in-service training
  - DWI
  - Guardianship
  - Child Support
  - Commitments
  - Child Welfare
  - Data Privacy

General Information
Children's Trust Fund
School Advisory Panel
Mock Trial
Ride-Along

JOB TASK AREAS OF RESPONSIBILITY:
ESTIMATED PERCENTAGE OF TIME:

% OF TIME	TASKS
20%	Acting as team leader in reviewing, analyzing, coordinating, and directing the gathering of information by law enforcement, county departments, homeland security, disaster preparedness, consultants, less experienced attorneys, and members of the public.
20%	Appearing in Court and before other adjudicative bodies, negotiating and litigating as necessary in all courts of the State of Minnesota.
20%	Drafting legal documents, including criminal complaints, motions, orders, briefs, ordinances, contracts, forms, etc.
15%	Advising, educating, and counseling less experienced attorneys, Goodhue County department heads, officials and employees, law enforcement personnel and the public concerning specific cases and general legal information. Participation in community education awareness projects.
20%	Goodhue County Management Team Member: Works with other Goodhue County Senior Staff to provide recommendations to the County Board related to the development of strategic planning proposals, the formation of county policy and budget, and to coordinate county services to maximize their efficient delivery. Goodhue County Labor and Management Committee member: analyzing and working to resolve labor and management issues involving county working conditions.
5%	Preparing for public meetings, staff training, court appearances; performing legal research and legal analysis; presenting and attending legal education classes.

The essential functions of this position are listed above. Additionally, regular attendance at work is also required in order to carry out the duties listed above.

BUDGET RESPONSIBILITIES:

Number of employees supervised: 18
Annual Payroll (excluding benefits): $2,002,248
Annual Net Operating Budget: $2,485,146* (2025)

*Actions of the County Attorney directly impact budget in most county departments. Attorney's advice may result in great savings or great losses of county funds. Collection of criminal fines, treatment expenses, reimbursements on contracts, child support/public assistance reimbursements, etc., are examples of this employee's direct impact on county budget. In addition, the County Attorney is responsible for collecting tens of thousands of dollars in restitution for victims and thousands of dollars in forfeitures.

The County Attorney serves on the Goodhue County Management Team. The duty includes working with other senior county officials to develop corporate strategies for county budget, policy, and administration. The senior management team advises the Goodhue County Administrator and Goodhue County Board of Commissioners.

RESPONSIBILITY FOR RELATIONSHIPS:

Internal
Work direction is provided to seventeen office personnel and one treatment court coordinator:

Assistant County Attorneys (8)
Part-time Special Assistant County Attorney
Administrative Assistant/Legal Secretary
Victim-Witness Coordinator/Paralegal
Legal Secretaries (3)
Legal Secretary/Case Aide
Legal Secretary/Database Administrator
Legal Secretary/Receptionist

External

The County Attorney serves on the Goodhue County Management Team. The duty includes working with other senior county officials to develop corporate strategies for county budget, policy, and administration. The senior management team advises the Goodhue County Administrator and Goodhue County Board of Commissioners.

The County Attorney directs the following persons in legal matters including the County, Municipalities and State: State, county, and local law enforcement officers and personnel; County personnel from all departments. The County Attorney represents the State of Minnesota when requested by state agencies such as Human Services or the MPCA, DHS, etc.

In addition, the County Attorney explains, coordinates and shapes county interactions with school personnel, local government officials, and the general public.

In public meetings, governing bodies turn to the County Attorney for critical advice on procedure, legal standards or liability. The County Attorney must frequently advise board members or departments without opportunity to research questions.

There are frequent contacts with distressed and irate persons, either in person or by telephone. There is an inherent risk to the employee's safety because of the criminal element associated with prosecutions by the County Attorney's Office.

SUPERVISORY AUTHORITY:

Scope

Duties and responsibilities of this position are performed with wide latitude for independent judgment and action based on professional legal knowledge and knowledge of the limits imposed by federal, state, county and city laws or regulations. The County Attorney is expected to use her/his experience and judgment to make independent decisions binding the County of Goodhue in cases of great significance.

Effectively Recommend		*Take Action*	
Hire		Hire	X
Assign		Assign	X
Direct		Direct	X
Reward		Reward	X
Transfer		Transfer	X
Promote		Promote	X
Adjust Grievances		Adjust Grievances	X
Suspend (over 3 days)		Suspend (over 3 days)	X
Discharge		Discharge	X
Discipline-Oral		Discipline-Oral	X
Discipline-Written		Discipline-Written	X
Evaluate		Evaluate	X
Train		Train	X
Demote		Demote	X

SUPERVISION PROVIDED:

The County Attorney serves on the Goodhue County Management Team. The duty includes working with other senior county officials to develop corporate strategies for county budget, policy, and administration. The senior management team advises the Goodhue County Administrator and Goodhue County Board of Commissioners.

The County Attorney supervises the work of two full-time Senior Assistant County Attorneys III, two full-time Assistant County Attorneys II, four full-time Assistant County Attorneys I, one part-time Assistant County Attorney, one treatment court coordinator, and eight clerical/technical support staff. The total office budget for 2023 is $2,160,348. The County Attorney, with assistance from the Assistant County Attorneys III, and the Administrative Assistant/Legal Secretary, prepares and administers the office budget, staff performance evaluations, and inter-departmental relationships with federal, state, county, city and township departments. The County Attorney formulates, presents, and defends office policy and procedures in Courts, County Board meetings, and in the public press.

As County Attorney, I am a representative of all of the people of Goodhue County. I am responsible for all of the decisions made by my assistants and must be prepared to explain and

defend the actions of my legal personnel in many highly visible, controversial cases each year. As an elected member of county government, I am also accountable for the actions of other county officials and must attempt to counsel and defend official county policy. I work collaboratively with county officials and department heads to develop county policy and procedures that conform to the requirements of law and serve the needs of our citizens. I rely on my legal staff to keep me informed on their areas of responsibility and to consult with me in implementing county and attorney's office policy. My job is to lead by example and to recognize that the "buck stops here".

EXTENT OF SUPERVISION PROVIDED:

The County Attorney serves on the Goodhue County Management Team. The duty includes working with other senior county officials to develop corporate strategies for county budget, policy, and administration. The senior management team advises the Goodhue County Administrator and Goodhue County Board of Commissioners.

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KNOWLEDGE AND SKILL REQUIREMENTS:

Minimum Requirements:

Elected by the voters of Goodhue County, Minnesota
4 year college degree
3 years law school training (Juris Doctor degree)
Admitted to practice law in Minnesota
Yearly continuing legal education requirements (45 credits in 3 years)
Experience in the practice of law related to county attorney work

The following are the required knowledge and skills:

Attorneys must constantly accumulate knowledge in all fields in which we work. Attorneys must keep informed of daily changes in court interpretation of laws. Weekly newspaper publications of appellate decisions must be reviewed. Yearly changes in state statutes require constant updating of knowledge. In addition, attorneys must keep informed about pertinent federal law changes and interpretations, as well as constant changes in numerous collections of agency programs and regulations.

Attorneys must be competent in a wide range of legal research techniques, including the use of electronic databases, internet, and paper resources. Attorneys must be knowledgeable in the use of computer technology in courtroom presentation and be able to maintain competency in the rapidly changing technology of law enforcement.

Employee operates equipment 25% of the time.

Computer/Word Processor	(operate & adjust)
Calculator/Adding Machine	(operate & adjust)
Multi-function copier/printer/scanner/fax	(operate & adjust)
Audio-Visual Aids	(operate & adjust)
Telephone	
Cell Phone	

WORK ENVIRONMENT:

Work is generally performed in an office/courtroom setting. Occasional trips to view county property or crime scenes expose the employee to physical hazards such as unsafe buildings, biohazard materials, dump sights, rough terrain, dangerous dogs, or angry and volatile people.

There is a great deal of stress involved in this position which comes from working with a large and varied group of people, a large variety of responsibilities, little or no control over events, constant interruptions, and limited time. The manner in which the County Attorney performs his or her job affects people directly in terms of jail time, fines, financial obligations, victims' concerns for "justice", and criminal records. Depending on the results of any given case, a child may never have a father, a sex abuser may go free, a drug dealer may go free, a family may not get child support, etc. In public meetings, governing bodies turn to the County Attorney for critical advice on procedure, legal standards or liability. The County Attorney must frequently advise board members or departments without opportunity to research questions. At times, the County Attorney is required to make important decisions with little notice or late at night when the attorney is paged or called by law enforcement. Depending on the case, the County Attorney may experience significant emotional or mental stress that may affect the attorney's life outside the office. Additionally, the attorney may be required to respond to the immediate needs of law enforcement at any time of the day or night causing interference with the attorney's normal lifestyle and plans. The County Attorney is on-call all day, every day.

Trial practice requires unique expenditures of mental and physical effort. The County Attorney becomes immersed in preparing and presenting witnesses and physical evidence in court before a jury of citizens. Extended trials require long days of public performance and long nights of preparation for the next day. Mental and physical strain combine with an emotionally charged atmosphere, creating very unpleasant working conditions. The County Attorney must deal with human tragedy and powerful human emotions, including presenting brutal criminal evidence, facing down dangerous people, and defending necessary actions in a highly charged atmosphere. Emotions and stress generated at work can impact the County Attorney's personal life.

Appellate Court proceedings involve extensive legal research, brief writing, and legal argument to the Minnesota Appellate Court and, sometimes, the Minnesota Supreme Court. Appeals are time consuming and stressful as appellate court decisions control future legal interpretations of statutes and procedures.

PHYSICAL REQUIREMENTS:

Physical, Mental and Environmental Requirements

Part I: Physical Requirements

Section A
The physical mobility requirements of this job are to spend:

6	hours a day sitting
2	hours a day standing
1	hours a day walking
	hours a day kneeling
	hours a day stooping
.25	miles a day walked
	feet climbed using a ladder
	feet climbed on an incline
1000	feet climbed using stairs

Section B
The physical effort requirements of this job are

# of pounds lifted	
60	pounds lifted waist high
60	pounds lifted shoulder high
60	pounds lifted above the head

60	pounds are carried alone
120	pounds are carried with someone else
1000	distance weight must be carried (feet)
	pounds are pushed
	pounds are pulled
60	pounds are held

Section C
The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
X	hand tools
X	Electric tools
X	Manipulate small objects

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
	X	taste
	X	smell
	X	touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading	X	Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic	X	Creating methodologies
X	mathematics	X	Conducting research
X	weighing and/or measuring	X	Managing resources
X	visualizing conclusions	X	Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

9	hours a day spent working **under time pressure**
9	hours a day spent working **rapidly**
90	% of time spent **indoors**
10	% of time spent **outdoors**
5	% of time spent **in an automotive vehicle**
80	% of time spent **at a desk, bench or window**
80	% of time spent **in an office or control room**

X	The condition of the air is **clean (controlled)**
	The condition of the air is **normal/average**
	The condition of the air is **dusty/dirty**
	The condition of the air is **wet/humid**
	The condition of the air is **affected by fumes, smoke etc.**

X	The noise level is **normal**
	The noise level is **loud, requiring ear protection**
X	The surface of the working environment is **level**
	The surface of the working environment is **sloping**
	The surface of the working environment is **uneven**
	The surface of the working environment is **slippery**

Part V: Additional Comments:

ADDENDUM TO JOB DESCRIPTION
COUNTY ATTORNEY

SUBJECT: NON-COMPENSATED OVERTIME

QUANTITY of Overtime Hours Worked:

(___) Degree 1: Work requires some overtime but less than an average of five (5) hours of overtime worked per week without overtime pay or compensatory time off.

(___) Degree 2: Work requires an average of five (5) to ten (10) hours of overtime worked per week without pay or compensatory time off.

(X) Degree 3: Work requires an average of ten (10) to fifteen (15) hours of overtime per week without overtime pay or compensatory time off.

(___) Degree 4: Work requires an average of fifteen (15) or more hours of overtime worked per week without overtime pay or compensatory time off.

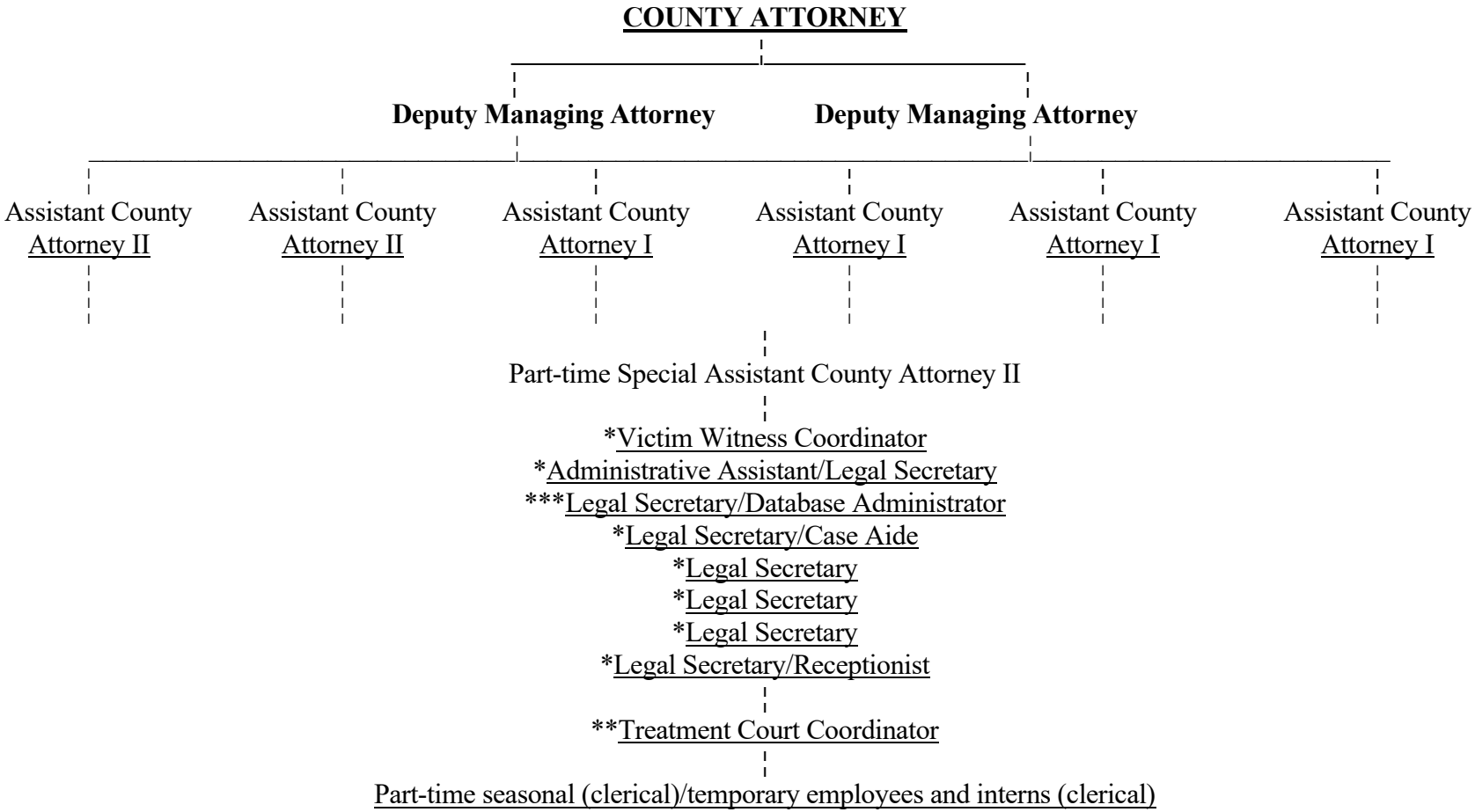
SCHEDULING, Unpredictability, and Relative Inconvenience of Overtime Hours:

(___) Degree 1: About one-fourth (1/4) of overtime hours worked are unpredictable and cannot be conveniently scheduled by the employee and/or the employee's supervisor.

(___) Degree 2: About one-half (1/2) of overtime hours worked are unpredictable and cannot be conveniently scheduled by the employee and/or the employee's supervisor.

(X) Degree 3: About three-fourths (3/4) of overtime hours worked are unpredictable and cannot be conveniently scheduled by the employee and/or the employee's supervisor.

(___) Degree 4: Almost all or all of the overtime hours worked are unpredictable and cannot be conveniently scheduled by the employee and/or the employee's supervisor.



*Employee has primary responsibility for all aspects of clerical performance. Documents are prepared according to rules, statutes, and established office procedures. Questions of office procedure or legal sufficiency are reviewed with the attorneys.

**This is a grant funded position under supervision of County Attorney and District Court.

***This employee has primary responsibility for all aspects of clerical performance as noted above and, in addition, has primary responsibility for all database administration duties in the office.

_____
Stephen F. O'Keefe
Goodhue County Attorney
Date:_____

Appendix D-2
Assistant Public Defender Salary Scale
Transition August 30, 2023

Step	July1, 2023-August 29, 2023 Full Time	August 30, 2023- June 30, 2025 Full Time
1	$70,146	$88,380
2	$71,802	$94,213
3	$74,603	$100,431
4	$77,404	$107,060
5	$80,714	$114,125
6	$83,513	$121,658
7	$86,316	$129,687
8	$89,116	$138,246
9	$91,917	$147,371
10	$94,717	$158,500
11	$97,519	
12	$100,319	
13	$103,121	
14	$105,921	
15	$108,721	
16	$111,524	
17	$123,093	

Managing Attorney Range: $151,798 - $184,258
Chief Public Defender Range: $194,000 - $221,955