



STEPHEN F. O'KEEFE
Goodhue County Attorney

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

FROM: Stephen O'Keefe, Goodhue County Attorney

DATE: December 11, 2024

RE: 2025 Salary Request

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. The position requires performance of duties with a high degree of independent judgement, decision making, knowledge, and accountability. Per statute, each year the County Board is tasked with setting the salary of the County Attorney. For 2025, I respectfully request the County Board set the salary of the Goodhue County Attorney in the amount of \$190,736, representing an approximate 5.97% increase from the 2024 salary, inclusive of the 3% general wage adjustment for nonunion employees approved by the Board on December 3, 2024.

In support of my salary request, I offer the following information:

1. Duties and Responsibilities

The duties and responsibilities of the County Attorney are varied and changing with each passing legislative session. 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. 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. Decisions are often irrevocable, binding the State or County to extensive legal and financial obligations.

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 are often 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.

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, 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

In addition to these civil practice areas, the County Attorney must also act as the primary guardian of public safety, focused on holding criminals accountable and protecting the rights of crime victims. This is a 24-7 responsibility, requiring the County Attorney 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.

Finally, the County Attorney must also 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 2.3 million dollars inclusive of treatment court. Because the County Attorney is an elected office, it carries added responsibility and accountability directly to the public. This makes the elected offices unique in the county system. It is an incredible honor to serve the public in this capacity and I truly appreciate the support I have received from both the public and the County Board. For your reference, I have attached my position description that includes a more detailed statement of my responsibilities.

2. Performance:

My office handles a very high volume of work. In addition to our civil responsibilities, 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 Court's website, Goodhue County major criminal case filings, including child protection and juvenile delinquency cases, routinely rank 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 videos 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 five years alone, my office has prosecuted nine homicide cases, five of which involve 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. Four of these cases resulted in convictions, with significant prison sentences imposed. The fifth murder case is still pending.

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) (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, my office recently 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, and my staff, will take much longer to process.

Our work also requires us to react to significant changes in the Court system. The biggest piece this past year relates to the new digital exhibit system (MNDES) mandated by the courts and ongoing changes to court processes. 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. We will become proficient in its use, but the increased time it takes to prepare cases for trial will remain into the future.

Internally, we are moving to a redesigned web-based records management system (MCAPS web edition). This is part of our move toward paperless record keeping which we hope to have fully implemented by the end of 2025. Going paperless will help us reduce our physical storage needs moving forward, 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.

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 (ERPOs). These bills took effect this past year requiring an investment of significant time and energy as we worked with County staff and our law enforcement partners to understand and implement their provisions. This included the development and adoption of county ordinance provisions in compliance with the cannabis bill regulatory provisions. In addition, 2024 was a presidential election year that was overshadowed by heightened skepticism and scrutiny. I and my staff worked closely with elections staff to troubleshoot and resolve issues that arose.

With the above changes taking place, and the potential retirement of highly experienced staff over the next few years, we will be making a concerted effort in 2025 to review operations and job duties to meet our changing needs.

3. 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 31 years of experience working in the Goodhue County Attorney's office, first as an assistant county attorney and for the past six (6) years as the elected County Attorney. I have prosecuted all level of criminal cases from traffic tickets to homicides and have worked with every department on a broad range of civil legal issues. I have appeared and successfully argued cases before the Minnesota Court of Appeals and Minnesota Supreme Court. Over my career I have served on numerous nonprofit boards, the Red Wing School Board, and currently serve as a Trustee with the Red Wing YMCA.

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 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.

4. 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 2025 keeping in mind the changes noted above and that several of my veteran staff are close to retirement age. I monitor my budget closely and make every effort to remain within my budgeted limits and seek revenue opportunities when appropriate and available. My office holds misdemeanor prosecution contracts for eight cities within the county that will bring in approximately \$179,000 dollars in revenue in 2025. Goodhue County Treatment Court will receive over \$100,000 in grant funds from the Minnesota Judicial Branch to support its operations. 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 years. Subsequently, Goodhue County treatment court has received two consecutive, two-year funding grants from the Minnesota Judicial Branch that will support operations through June of 2027. I am proud of what our treatment court has accomplished and will continue to support it.

5. 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, the position of County Attorney is not treated equally regarding several benefits. For example, as an elected official, I do not earn sick or vacation leave hours and therefore am not eligible for a balance payout at retirement. Additionally, I am not eligible for the recently adopted 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 up to \$7,000 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 apply statewide. I do not have 2024 numbers.

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 current salary is well within the market calibration ranges set by the Board.

Conclusions:

This past year has been challenging in many ways. We concluded two high-profile criminal cases involving the abuse and murder of infants (State v. Jennifer Matter; State v. Hunter McCutchen). Both cases required a lot of time and attention for a successful conclusion. The personal and emotional investment in these types of cases cannot be overstated.

Last year I requested that my salary be set in line with the pay grade of the HHS director and County Engineer. For 2025, my request remains the same. I respectfully request that my salary be set at \$190,736, consistent with these positions. This represents an additional 2.7% increase over the board approved 3% general wage adjustment to my current salary and should keep my salary within the market comparison range set by the board. (See DDA 2024 Annual Wage Review report presented to the board on November 19, 2024, identifying Goodhue County's pay grade market calibration range of 107% to 118%).

Finally, the importance of the elected office of county attorney in relation to these other departments has not changed. 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. Although the two elected positions are no longer part of the county pay grid, I believe the use of the grid as a guide will help maintain internal equity among department heads who have been treated similarly for decades. In addition, this salary request takes into consideration the benefit imbalance noted above, while also providing a guide for the Board to carry out their legal duty of setting the minimum salary of the County Attorney prior to election years.

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: April, 2023
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 law suits and even to physical danger. The consequences of error are great. The work load 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:

<p>% OF TIME</p>	<p>TASKS</p>
<p>20%</p>	<p>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.</p>
<p>20%</p>	<p>Appearing in Court and before other adjudicative bodies, negotiating and litigating as necessary in all courts of the State of Minnesota.</p>
<p>20%</p>	<p>Drafting legal documents, including criminal complaints, motions, orders, briefs, ordinances, contracts, forms, etc.</p>
<p>15%</p>	<p>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.</p>
<p>20%</p>	<p>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.</p>
<p>5%</p>	<p>Preparing for public meetings, staff training, court appearances; performing legal research and legal analysis; presenting and attending legal education classes.</p>

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): \$1,736,720
 Annual Net Operating Budget: \$2,160,348* (2023)

*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.

<i>Effectively Recommend</i>	<i>Take Action</i>	
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, victim's 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.
- 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.
- 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.

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

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

Step	July 1, 2023- August 29, 2023 Full Time	August 30, 2023- June 30, 2026 Full Time
1	\$70,146	\$88,380
2	\$71,802	\$94,213
3	\$74,603	\$100,431
4	\$77,404	\$107,080
5	\$80,714	\$114,125
6	\$83,513	\$121,659
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