



**GOODHUE COUNTY** MINNESOTA  
TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

**GOODHUE COUNTY PERSONNEL COMMITTEE**  
**ADMINISTRATION CONFERENCE ROOM**  
**GOVERNMENT CENTER, RED WING**

**NOVEMBER 6, 2018**  
**8:30 A.M.**

1. Attorney's Office Staffing Request

Documents:

[11.01.2018 ATTORNEY OFFICE STAFFING REQUEST.PDF](#)



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**STEPHEN N. BETCHER**  
*Goodhue County Attorney*

**ASSISTANT COUNTY ATTORNEYS**

CAROL K. LEE  
STEPHEN F. O'KEEFE  
ERIN L. KUESTER  
CHRISTOPHER J. SCHRADER  
WILLIAM L. CHRISTIANSON  
ELIZABETH M. S. BREZA  
DAVID J. GROVE  
ANGELA R. STEIN

**MEMORANDUM**

**TO:** Goodhue County Board of Commissioners  
Goodhue County Administrator  
Goodhue County Human Resources Director

**FROM:** Stephen N. Betcher, Goodhue County Attorney *Stephen N. Betcher*

**RE:** Reorganization of Goodhue County Attorney's Office Professional Positions  
Pursuant to the Retirement of Stephen Betcher

**DATE:** October 30, 2018

I am proposing to reorganize the Goodhue County Attorney's Office to create two senior management positions of Assistant County Attorney III to assist the County Attorney and act on his behalf in meeting the office's ever-increasing external obligations. I am also proposing to promote two individuals from Assistant County Attorney I to Assistant County Attorney II in recognition of their achieved level of excellence, years of relevant service, and experience of 15.5 and 15.5 years in the Goodhue County Attorney's Office. This reorganization will strengthen the structure of the County Attorney's Office and allow staff to continue to provide high quality service to the County Board, County Administration, County Departments, and County citizens. The incoming County Attorney, Mr. Stephen O'Keefe fully supports this request.

I have served as the Goodhue County Attorney for over 21 years and have almost 35 total years of experience in the County Attorney's Office. Throughout my career, I have been personally responsible for many areas of senior leadership and decision making in this office. I have seen firsthand the expansion of County Attorney duties that include, but are not limited to: advising county departments with new senior personnel, advising County Administration on Xcel Energy tax policy and legislation, advising Public Works on solid waste contractual obligations,

participating in Drug Court, advising Human Resources and Health and Human Services on employment investigations, negotiating and developing mental health and chemical dependency policy, advising Administration and Departments on data practices requests, acting as liaison for outside counsel hired by MCIT to represent Goodhue County, as well as generally overseeing prosecutorial policies, responsibilities, and contracts of the County Attorney's Office. While I, as County Attorney, relied on my personal knowledge and past experiences to manage this caseload in addition to other office responsibilities, the new County Attorney will need to delegate authority to other senior attorneys to formulate, negotiate, draft and administer County Board policies in many of these areas as well as continuing to serve as team leader, principle advisor, and back-up attorney to provide advice and legal work in each area of responsibility.

Stephen O'Keefe is a very experienced, well-informed, and talented attorney who will be supervising an experienced group of full time senior attorneys who have 25, 20.5, 18.25, 15.5, 15.5 years of service in the Goodhue County Attorney's Office respectively. Each attorney in the office has developed specific areas of expertise and contributes that technical knowledge to casework in the Attorney's Office. Because each senior attorney has years of actual experience in practicing county related law, these individuals have developed very strong legal judgment and can serve as counselors helping county departments and employees develop, implement and defend policies and procedures.

The two most senior subordinates Erin Kuester and Christopher Schrader, have 20.5 and 18.25 years of experience in the office respectively, and have demonstrated a strong commitment to the citizens of Goodhue County by serving in inter-office public positions as well as participating in inter-office office policy development and implementation. These individuals regularly manage and resolve complex legal cases involving great financial liability and public safety risk for county citizens.

I have reviewed next year's budget proposal and believe that there is money to cover both proposals and still have a personnel budget reduction. The proposed promotion of two attorneys from Assistant County Attorney I to Assistant County Attorney II is included in the current County Attorney Office budget draft. The present budget also includes a reduction of approximately \$60,190.08 with a necessary addition of \$7,072.00 if the Attorney III promotions are authorized. This savings is generated by hiring an entry level Attorney I and asking all office personnel to assume greater responsibilities to cover complex cases and major office responsibilities as outlined herein.

Please contact me if you have questions or would like to discuss this proposal further.

SNB/dad

## GOODHUE COUNTY POSITION DESCRIPTION

Position Title: Assistant County Attorney III  
Department: County Attorney

Date: September 6, 2018  
Location: Justice Center

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

### PRIMARY OBJECTIVES OF POSITION:

The Assistant County Attorney III has the primary responsibility for assisting the County Attorney in performing the duties of the Office of County Attorney. With ever expanding, multi-layered, inter-connected relationships within county government and across regional, state, and federal relationships, the additional resources provided by Assistant County Attorney III enables the County Attorney's Office to efficiently manage limited professional resources to meet increasing county legal responsibilities, not just in increasing criminal prosecution caseloads, but also in areas of preventing terrorism, curbing drug usage, or protecting children at risk in dysfunctional homes. By assisting the County Attorney in developing and implementing office policies, the Assistant County Attorney III supports the County Attorney with critical office leadership resources. By assisting the County Attorney in advising county departments, staff and outside agencies, the Assistant County Attorney III organizes and coordinates assignment of office resources to meet statutory office obligations.

The Assistant County Attorney III will take on temporary responsibility for office management and decision making in the absence of the County Attorney.

The Assistant County Attorney III is the assistant county attorney who advises and assists the 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 Assistant County Attorney III 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 coordinates with the County Attorney and daily advises other department heads and county officials concerning defining and executing their areas of responsibility. The Assistant County Attorney III acts independently developing and implementing personnel and resources to meet County Attorney Office responsibilities. The Assistant County Attorney III coordinates Appellate Court cases, sex offender mental health commitments, bankruptcy, violent crime prosecutions, and election law enforcement assuring the integrity of the voting process.

Since the events of September 11, 2001, the County Attorney's Office has become an integral resource for other County departments in developing and maintaining plans to provide homeland security in the face of foreign and domestic terrorist threats. Increasing needs for cyber security and more formal, higher standards for shared data systems mandate more attorney leadership in reviewing state and federal joint powers agreements and collaborative security responsibilities. 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 quarantine plans, mass immunization liability, bio-terrorism response planning, and employee safety issues. This role in national defense is a new 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, assigning office personnel and resources, 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

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

Education

DNR Enforcement

Hunting and fishing regulations

Mental Health

Commitments

Guardianships

End of life determinations (DNR, DNI, etc.)

Maintaining and supporting commitments of sexual offenders

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.
25%	Appearing in Court and before other adjudicative bodies, negotiating and litigating as necessary in all courts of the State of Minnesota. Appearing before the Minnesota Supreme Court Sex Offender Review Panel ensuring Goodhue County's interests in maintaining security of committed sex offenders from Goodhue County.
15%	Drafting legal documents, including criminal complaints, motions, orders, briefs, ordinances, contracts, forms, etc.
15%	Advising, educating, and counseling Attorneys II and I, 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%	<p>The Assistant County Attorney III will be responsible for facilitating timely responses for all types of appeals involving Goodhue County. Appellate court proceedings involve extensive legal research, brief writing, and legal argument to a variety of higher courts, including but not limited to the Minnesota Court of Appeals, the Minnesota Supreme Court, the Minnesota Supreme Court Appeals Panel (SCAP), or other reviewing courts or agencies. Appeals are time consuming and stressful as appellate court decisions control future legal interpretation of statutes, ordinances, and procedures.</p> <p>The Assistant County Attorney III will act as the liaison between the Goodhue County Attorney's Office and the Office of the Minnesota Attorney General for all appellate actions involving individuals who have been civilly committed by Goodhue County as a Sexually Dangerous Person (SDP) or a Sexually Psychopathic Personality (SPP). The Assistant County Attorney III will be an active participant in SCAP proceedings which is a specialized appellate proceeding that reviews the petition of a civilly committed sex offender for a reduction in custody and possible return to the community. This role includes ensuring that Goodhue County's interest in maintaining public safety is considered at all times.</p> <p>The Assistant County Attorney III has primary responsibility for reviewing election complaints and prosecuting election law violations.</p> <p>The Assistant County Attorney III is responsible for Federal Court civil matters, advice to county departments, and representation in bankruptcy matters.</p>

5%	Preparing for public meetings, staff training, court appearances; performing legal research and legal analysis; presenting and attending legal education classes; other responsibilities assigned by the County Attorney.
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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: 14  
Annual Payroll (excluding benefits): \$1,350,892  
Annual Operating Budget: \$1,713,216 (2018)

\*Actions of the County Attorney staff 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 Assistant County Attorney III is responsible for organizing office resources and personnel, collecting tens of thousands of dollars in restitution for victims and thousands of dollars in forfeitures.

## RESPONSIBILITY FOR RELATIONSHIPS:

### Internal

Work direction is provided to fourteen office personnel:

- Assistant County Attorneys (7)
- Administrative Assistant/Legal Secretary
- Victim-Witness Coordinator/Paralegal
- Legal Secretaries (3)
- Legal Secretary/Case Aide
- Legal Secretary/Receptionist

### External

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

The Assistant County Attorney III, as assigned by 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 Assistant County Attorney III represents the State of Minnesota when requested by state agencies such as Human Services or the MPCA, DHS, etc.

The Assistant County Attorney III will be responsible for facilitating timely responses for all types of appeals involving Goodhue County. Appellate court proceedings involve extensive legal research, brief writing, and legal argument to a variety of higher courts, including but not limited to the Minnesota Court of Appeals, the Minnesota Supreme Court, the Minnesota Supreme Court Appeals Panel (SCAP), or other reviewing courts or agencies. Appeals are time consuming and stressful as appellate court decisions control future legal interpretation of statutes, ordinances, and procedures.

The Assistant County Attorney III will act as the liaison between the Goodhue County Attorney's Office and the Office of the Minnesota Attorney General for all appellate actions involving individuals who have been civilly committed by Goodhue County as a Sexually Dangerous Person (SDP) or a Sexually Psychopathic Personality (SPP). The Assistant County Attorney III will be an active participant in SCAP proceedings which is a specialized appellate proceeding that reviews the petition of a civilly committed sex offender for a reduction in custody and possible return to the community. This role includes ensuring that Goodhue County's interest in maintaining public safety is considered at all times.

The Assistant County Attorney III will assist the County Attorney as necessary to meet County Attorney Office commitments to the Goodhue County Drug Court.

In addition, the Assistant County Attorney III, in coordination with 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 Assistant County Attorney III for critical advice on procedure, legal standards or liability. The Assistant County Attorney III 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 Assistant County Attorney III is expected to use her/his experience and judgment to make independent decisions binding the County of Goodhue in cases of great significance.

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

**SUPERVISION PROVIDED:**

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

The Assistant County Attorney III coordinates the work of two full-time Senior Assistant County Attorneys II, three full-time Assistant County Attorneys I, one part-time Assistant County Attorney I, and seven clerical/technical support staff. The total office budget for 2018 is \$1,713,216. The County Attorney, with assistance from the Assistant County Attorney 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 and Assistant County Attorney III formulate, present, and defend office policy and procedures in Courts, County Board meetings and in the public press.

The County Attorney is a representative of all of the people of Goodhue County. With the assistance of the Assistant County Attorney III, the County Attorney is responsible for all of the decisions made by assistants and must be prepared to explain and defend the actions of office legal personnel in many highly visible, controversial cases each year. As an elected member of county government, the County Attorney is also accountable for the actions of other county officials and must attempt to counsel and defend official county policy. Working collaboratively with county officials and department heads, we develop county policy and procedures that conform to the requirements of law and serve the needs of our citizens. The County Attorney relies on legal staff to keep informed on their areas of responsibility and to consult with the Assistant County Attorney III or County Attorney in implementing county and attorney's office policy. The County Attorney's job is to lead by example and to recognize that the "buck stops here". The County Attorney and Assistant County Attorney III work together to establish, promote and enforce office policy.

## **EXTENT OF SUPERVISION PROVIDED:**

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

The Assistant County Attorney III assists the County Attorney in supervising the work of two full-time Senior Assistant County Attorneys II, three full-time Assistant County Attorneys I, one part-time Assistant County Attorney I, and seven clerical/technical support staff. The total office budget for 2018 is \$1,713,216. The County Attorney, with assistance from the Assistant County Attorney 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, with the assistance of the Assistant County Attorney III, formulates, presents, and defends office policy and procedures in Courts, County Board meetings and in the public press.

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## **KNOWLEDGE AND SKILL REQUIREMENTS:**

### **Minimum Requirements:**

- 4 year college degree
- 3 years law school training (Juris Doctor degree)
- Admitted to practice law in Minnesota
- Must be eligible for admission to practice in Federal Court
- Yearly continuing legal education requirements (45 credits in 3 years)
- 10 years experience in the practice of law related to county attorney work
- Experience in all areas of county attorney office structure and function

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)
Dictaphone	(operate & adjust)
Calculator/Adding Machine	(operate & adjust)
Multi-function copier/printer/scanner/fax	(operate & adjust)
Audio-Visual Aids	(operate & adjust)
Telephone	

## 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 Assistant County Attorney III 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 Assistant County Attorney III for critical advice on procedure, legal standards or liability. The Assistant County Attorney III must frequently advise board members or departments without opportunity to research questions. At times, the Assistant County Attorney III 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 Assistant County Attorney III 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 Assistant County Attorney III is on-call all day, every day.

Trial practice requires unique expenditures of mental and physical effort. The Assistant County Attorney III 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 Assistant County Attorney III 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 Assistant County Attorney III'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  
ASSISTANT COUNTY ATTORNEY III**

**SUBJECT: NON-COMPENSATED OVERTIME**

**QUANTITY of Overtime Hours Worked:**

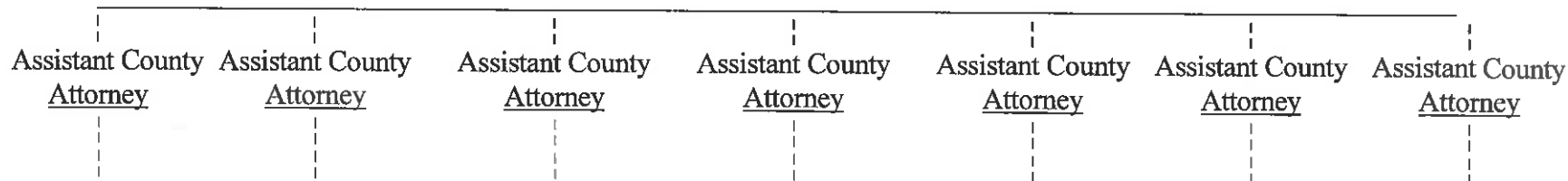
- Degree 1: Work requires some overtime but less than an average of five (5) hours of overtime worked per week without overtime pay or compensatory time off.
- Degree 2: Work requires an average of five (5) to ten (10) hours of overtime worked per week without pay or compensatory time off.
- Degree 3: 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.

**COUNTY ATTORNEY**

**Assistant County Attorney III**



- \*Victim Witness Coordinator/Paralegal
- \*Administrative Assistant/Legal Secretary
- \*Legal Secretary
- \*Legal Secretary
- \*Legal Secretary
- \*Legal Secretary/Case Aide
- \*Legal Secretary/Receptionist

Part-time seasonal (clerical)/temporary employees and interns (clerical)

\*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.



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Assistant County Attorney III

Date: \_\_\_\_\_

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Goodhue County Attorney

Date: \_\_\_\_\_