

Assistant Warren County Attorney

The Warren County Attorney's Office is seeking a highly-motivated, reliable, ethical individual to perform the full-time duties of Assistant Warren County Attorney. Qualified applicants may submit resume by November 7, 2025, to Warren County Attorney; 115 N. Howard St., Ste 200, Indianola 50125 or to Jamie Morawski at jamiem@warrencountyia.org.

Position Summary

The Assistant County Attorney performs juvenile, civil, and criminal legal work for the County at the direction of the County Attorney.

Position Responsibilities

- Perform duties of the County Attorney required by the Code of Iowa
- Represent the County in civil matters
- Advise Elected Officials, Department Heads and Township Officials at the direction of the County Attorney
- Attend meetings at the direction of the County Attorney

Education, Skills and Experience

- License to practice law in the State of Iowa
- Obtain and evaluate relevant information from various law enforcement, medical and related subject-matter specialists in developing a proper position for anticipated action
- Secure the confidence and respect of the client/party served
- Develop and maintain effective working relationships with the general public, law enforcement, attorneys, judges and county officials
- Maintain Canons of Ethics
- Anticipate potential problem areas in case presentation and pursues options and alternatives
- Organize and manage multiple priorities and exercise independent judgment
- Be a positive representative of the County Attorney's Office and Warren County
- Be a strong team player and demonstrate a commitment to the ideas and values of Warren County

Education, Skills and Experience

- Graduation from high school or GED
- Must be able to effectively communicate in person, on the phone, and in writing
- Must have the ability to maintain confidentiality
- Develop and maintain effective working relationships with the general public, attorneys, county officials, and co-workers
- Ability to organize and manage multiple priorities and exercise independent judgment
- Must be a positive representative of the County Attorney's Office and Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

Work environment: The noise level is minimal