TWIN FALLS COUNTY
invites applications for the position of:

Deputy Prosecuting Attorney - Criminal Division

SALARY: $31.75 Hourly
$2,540.00 Biweekly

OPENING DATE: 11/30/21

CLOSING DATE: Continuous

POSITION INFORMATION:

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Apply ONLINE at www.twinfallscounty.org

This is an attorney position responsible for the prosecution of crimes in Twin Falls County. Salary is dependent upon experience.

Resume and cover letter are required for this position. Please attach to online application, email to hr@tfco.org, or fax to 208-735-4395.

JOB DESCRIPTION:

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DEPUTY PROSECUTING ATTORNEY - CRIMINAL DIVISION:

This attorney is responsible for prosecution of cases in Twin Falls County. The Deputy Prosecuting Attorney may be assigned to prosecute specific types of cases such as narcotics, DUI, property crimes, domestic violence, juvenile crime, or other crimes. The Deputy Prosecuting Attorney's duties include reviewing facts and circumstances of assigned cases to determine appropriate action; attending first appearances and ongoing court proceedings; preparing offers and negotiating resolutions; meeting with victims; attending pretrial conferences; preparing briefs; reviewing rules of procedure and evidence; researching case law; preparing cases for trial; trying cases before judges and juries; preparing and presenting sentencing arguments; handling appeals; post-conviction cases; probation violations and parole hearings. The Deputy Prosecuting Attorney handles assigned cases independently. The Deputy Prosecuting Attorney works under the direction of the Chief Deputy Prosecuting Attorney, but must exercise independent judgment and initiative. When necessary, assistance is available from a Senior Deputy Prosecuting Attorney or from the Chief Criminal Deputy. The principal duties of the Deputy Prosecuting Attorney are performed in the office and the courtroom. The Deputy Prosecuting Attorney is on-call 24 hours to respond to legal issues from law enforcement officers, defense attorneys, judges, and other prosecuting attorneys; and this often involves going to crime scenes after normal business hours.

DUTIES / RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES: ***(illustrative only and may vary by***

assignment)

- Represents the State of Idaho in criminal cases including, but not limited to the following tasks: going to crime scenes, advising law enforcement agencies during investigations of crimes, obtaining search warrants, screening cases, deciding whether to file charges and under what circumstances, meeting with crime victims, attending multiple court proceedings, organizing the case file, preparing evidence, securing witnesses, preparing for jury trial, presenting the State's case to the jury, responding to post-trial motions, filing and prosecuting probation violations;
- Responds to legal questions from law enforcement agencies;
- Represents the State of Idaho in post-conviction relief petitions including filing answers, motions and supporting pleadings, and presenting the State's case to the court;
- Directs staff in the preparation of pleadings, forms, orders, motions, legal memorandums and other paperwork;
- Protects the rights of victims and those criminally accused;
- Provides training to law enforcement officers, other prosecutors, child welfare advocates, and court personnel;
- Advises and consults with law enforcement, attorneys, defendants, victims, witnesses, and other interested and affected parties;
- Conducts legal research;
- Interacts, mediates and negotiates with opposing counsel, judges, office staff, other agencies and law enforcement offices;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of office operations and activities;
- Maintains strict confidentiality in all cases;
- Interacts with county employees, witnesses, victims, defendants, law enforcement officials, visitors, and the general public effectively and professionally;
- Assists other prosecutors in the office on cases when necessary;
- Acts as a special prosecutor in cases in other counties;
- Performs all work duties and activities in accordance with Twin Falls County Prosecuting Attorney policies and procedures;
- Attends Idaho Prosecuting Attorneys Association training to comply with continuing legal education requirements of the Idaho State Bar;
- Attends various committee or panel meetings;
- Ensures defendants pay their financial obligations to the state by monitoring their actual payment of fines and restitution; and
- Performs other duties as assigned by the Twin Falls County Prosecuting Attorney.

QUALIFICATIONS:

POSITION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and ability required to satisfactorily perform each essential duty required for this position.

Knowledge of:

- Constitutional law, criminal law, criminal procedures, rules of evidence and prosecutorial ethics;
- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Applicable county, state, and federal laws, statutes, ordinances, and codes;
- Legal research methods;
- Negotiation techniques and methods; and
- English grammar, spelling, punctuation, and composition

Skill and Ability to:

- Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases;
- Present material to opponents and develop an appropriate legal strategy;
- Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury;
- Make significant legal decisions in individual cases based on a combination of factors including the law, policy, and rules of ethics;
- Negotiate complex legal issues;
- Bring interested and affected parties to consensus;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling on behalf of the State;
- Analyze, appraise, and organize facts and precedents and present arguments clearly and logically;
- Determine alternative courses of action, and anticipate defense strategies;
- Present and argue cases while handling unanticipated problems smoothly and effectively;
- Proficiently operate computers and software programs such as Word Perfect, Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of strict deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with Twin Falls County Prosecuting Attorney policies and procedures; and
- Maintain strict confidentiality.

MINIMUM EXPERIENCE AND TRAINING:

- Graduation from an accredited college or university with a bachelor's degree, and;
- Graduation from a law school accredited by the American Bar Association with a Juris Doctorate Degree, and
- Licensed to practice law in the State of Idaho, and;
- Eligible for membership in the Idaho Prosecuting Attorney's Association.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

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

This position is frequently required to stand, sit, stoop, kneel, bend, use hands to type, handle materials, or manipulate tools, and reach with hands and arms. Incumbent must occasionally lift or move up to 25 pounds. Adequate vision required, including close vision, distance vision, and ability to adjust focus. Incumbent must have sufficient clarity of speech and hearing abilities to permit him or her to discern verbal instructions and communicate effectively in person and by telephone. This position works in the office and in the courtroom where the noise level in the work environment is usually moderate. This is an exempt employee, and is almost always required to work more than 40 hours per week, and is daily exposed to emotional and violent people who may create risk to personal safety.

If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran’s preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.twinfallscounty.org

P.O. Box 126
Twin Falls, ID 83303
208-736-4174

hr@tfco.org

Position #202100100
DEPUTY PROSECUTING ATTORNEY - CRIMINAL DIVISION
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