



TWIN FALLS COUNTY
invites applications for the position of:

Law Clerk

SALARY: Hourly

OPENING DATE: 12/19/18

CLOSING DATE: 01/31/19 10:00 PM

POSITION INFORMATION:

Apply **ONLINE** at www.twinfallscounty.org

All applicants must fill out the online application. The application is required for consideration.

Law Clerk position is for a term of one or two years.

Attach to online application, or mail to Twin Falls County Human Resources:

1. Cover Letter
2. Resume
3. Law School Transcript
4. Legal Writing Sample
5. References (3)
6. Letters of Recommendation (optional)

Address on cover letter:

Honorable Benjamin J. Cluff, Fifth Judicial District
P.O. Box 126
Twin Falls, ID 83303-0126

Salutation:

Honorable Benjamin J. Cluff

JOB DESCRIPTION:

CLASSIFICATION SUMMARY

Researches legal data for brief or argument based on statutory law or decisions; searches for and studies legal records and documents to obtain data applicable to case under consideration or per judges request; prepares rough drafts of opinions and orders; prepares judgments of conviction; and prepares dispositions; keeps accurate and complete document files and correspondence of cases. Law clerks must have a basic understanding of the law and how it applies to courts and procedural rules. Work is performed in an office and courtroom setting.

DUTIES / RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)

- Assists the judge in applying the law to cases and motions before the court;
- Performs research of legal issues;
- Drafts memos, opinions, jury instructions and orders for the judge;
- Helps troubleshoot technical difficulties in the courtroom;
- Responds to judges', court employees', Commissioners', elected officials', other County employees' and citizens' questions and comments in a courteous and timely manner;
- Meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Maintains strict confidentiality in all cases;

- Assists other department and County employees as needed or requested;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other duties as assigned.

QUALIFICATIONS:**CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process;
- Court services, processes, policies and procedures;
- Current office practices and procedures, including data entry;
- Record keeping and filing practices and procedures;
- English grammar, spelling, punctuation, and composition;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Research and identify essential information pertinent to a case or a judge's request;
- Analyzing and applying the law to specific facts;
- Prepare legal documents;
- Speak clearly and communicate accurate information to others;
- Use English to communicate effectively with others;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, Power Point, or similar office software to create documents and other materials, maintain information, and generate reports;
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
- Maintain a professional demeanor at all times;
- Maintain confidentiality;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Juris Doctorate from an accredited college or university;
- Previous experience in courts is preferred;
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

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 classification. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials , or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

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>

Position #201800082
LAW CLERK
CJ

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

hr@co.twin-falls.id.us
