



TWIN FALLS COUNTY
invites applications for the position of:
**Deputy Prosecuting
Attorney**

SALARY: \$60,000.00 - \$75,000.00 Annually

OPENING DATE: 01/10/19

CLOSING DATE: 02/25/19 10:00 PM

POSITION INFORMATION:

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@tfc.org, or fax to 208-735-4395.

JOB DESCRIPTION:

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The Deputy Prosecuting Attorney, Civil Division, is an experienced attorney position responsible for the prosecution of civil cases such as child protection cases, civil asset forfeitures, mental commitments, and other civil cases. The Deputy Prosecuting Attorney's duties include providing legal advice to county officials and employees on a wide variety of issues such as ordinances, planning and zoning issues, bidding, foreclosures, federal bankruptcy, county assistance, negotiating and reviewing contracts, representing the county in legal actions or litigation, preparing legal pleadings, forms, orders, contracts and other paperwork, attending court hearings and other proceedings, and negotiating settlement. The Deputy Prosecuting Attorney works under the direction of the Chief Civil Deputy Prosecuting Attorney, but has considerable latitude to exercise independent judgment and initiative. When necessary, assistance is available from the Chief Civil Deputy Prosecuting Attorney or other senior staff. The principal duties of the Deputy Prosecuting Attorney, Civil Division are performed in the office and the courtroom. The Deputy Prosecuting Attorney, Civil Division is on-call 24-hours to respond to legal issues from law enforcement officers, defense attorneys, judges and other prosecuting attorneys.

DUTIES / RESPONSIBILITIES:

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

- Prosecutes child protection cases including screening for filing the appropriate petition, conducts trials and necessary hearings;
- Negotiates and reviews contracts for county business including, but not limited to, professional service contracts, construction contracts and general goods and services contracts;
- Prosecutes forfeiture cases including screening, conducting trials, negotiating settlements;
- Provides legal advice to county officials and employees in a wide variety of subjects including, but not limited to, probate, quiet title, guardianships, foreclosures, federal bankruptcy, county assistance, administrative proceedings, personnel matters, tax appeal hearings, etc.;
- Represents the County in legal actions or litigation including, but not limited to, probate, quiet title, Tax Commission appeal hearings and Department of Labor appeal hearings;
- Directs staff in the preparation of pleadings, forms, orders, contracts and other paperwork;

- Responds to legal questions from law enforcement agencies;
- Drafts contracts, legal memorandums, pleadings and other necessary paperwork;
- Prosecutes commitment proceedings regarding mentally ill patients;
- Interacts, mediates and negotiates with opposing counsel, judges, office staff, other agencies and law enforcement offices;
- Drafts and reviews county ordinances, zoning ordinances and conducts necessary enforcement proceedings;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Responds to questions from Commissioners, county employees and citizens in a courteous and timely manner;
- Maintains strict confidentiality in all cases;
- Interacts with county employees, customers, visitors and the general public effectively and professionally;
- Performs other duties as assigned by the Twin Falls County Prosecuting Attorney;
- Performs all work duties and activities in accordance with Twin Falls County Prosecuting Attorney policies and procedures.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends Idaho Prosecuting Attorneys Association training to comply with continuing legal education requirements of the Idaho State Bar;
- Screens felony crimes, assists with criminal work, grand jury proceedings and post-conviction relief;
- Prosecutes conflict cases in other counties;
- Assists the juvenile office with screenings and court hearings;
- Attends various committee or panel meetings.

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;
- State and federal laws affecting county government;
- County ordinances and codes;
- Legal research methods;
- Negotiation techniques and methods;
- 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/substantial 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;
- Discern critical issues and needs of the County through a negotiations process;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling for or on behalf of the County or State;

- Analyze, appraise, and organize facts and precedents and present arguments clearly and logically;
- Determine alternative courses of action, and anticipate opposing strategies;
- Present and argue cases and handle unanticipated problems smoothly and effectively;
- Proficiently operate computers, 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 the performance of assigned tasks and solving problems;
- Perform all duties in accordance with Twin Falls County Prosecuting Attorney policies and procedures;
- 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;
- License to practice law in the State of Idaho, and;
- Eligibility 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.

The Deputy Prosecuting Attorney is frequently required to stand, sit, stoop, kneel, bend, use hands to type, handle materials, or manipulate tools, and reach with hands and arms. The Deputy Prosecuting Attorney must occasionally lift or move up to 25 pounds. The Deputy Prosecuting Attorney must have adequate vision, including close vision, distance vision, and ability to adjust focus. The Deputy Prosecuting Attorney 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. The Deputy Prosecuting Attorney works in the office and in the courtroom where the noise level in the work environment is usually moderate. The Deputy Prosecuting Attorney 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>

Position #201900001
DEPUTY PROSECUTING ATTORNEY
CJ

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

hr@tfco.org

Deputy Prosecuting Attorney Supplemental Questionnaire

- * 1. This position requires applicants to submit a cover letter and resume with their application by the posting deadline. Have you included the required resume and cover letter?
 - Yes (I have included my cover letter and resume or plan to do so by the posting deadline.)
 - No (I have not included the required cover letter and resume and understand my application may not be considered.)
- * Required Question