



KOOTENAI COUNTY
invites applications for the position of:

Judicial Staff Attorney to Honorable Judge Cynthia Meyer

DEPARTMENT: District Court - Judicial Staff Attorneys

SALARY: \$46,062.00 - \$51,443.00 Annually

**OPENING
DATE:** 10/18/19

**CLOSING
DATE:** Continuous

SUMMARY:

**JUDICIAL STAFF ATTORNEY TO HONORABLE JUDGE CYNTHIA MEYER
IDAHO STATE COURT**



APPLY ONLINE AT <https://www.kcgov.us/356/Employment-Opportunities>

THE POSITION: Judge Cynthia Meyer, a District Judge in Kootenai County, is seeking a Judicial Staff Attorney – Law Clerk. The office is located in Coeur d'Alene, Idaho. Please include the following documents with your application: 1) Cover Letter; 2) Resume; 3) Letters of Reference; 4) Transcripts; 5) Copies of certifications; and 6) A writing sample. This management level position performs a variety of professional legal and administrative work related to legal research and writing, scheduling and communication to assist Judge Meyer in preparing for and effectively dealing with the legal issues before the Court.

- \$46,062 to \$51,443 per year depending on experience
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.94% employer contribution**, and a lifetime payout upon retirement
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only \$47.00 per month (2019 nicotine free rate). View our entire [benefits package](#).
- [Public Student Loan Forgiveness Program](#)

View the full [job description](#).

YOU MAY BE THE RIGHT CANDIDATE IF:

- You have experience conducting extensive legal research and preparing research memoranda
- Enjoy supervising law students serving in externships and/or internships
- Enjoy the courtroom atmosphere, attending hearings, and taking notes when necessary
- You have experience communicating and presenting recommendations clearly and logically

DO YOU QUALIFY?

- Do you have a Bachelor's degree?
- Have you graduated from an American Bar Association accredited school of law with a Juris Doctorate degree?
- Do you have admission to practice law in any jurisdiction of the United States, and are you a member in good standing with the state Bar in that jurisdiction?

CONTACT US:

Jamie Robb, Trial Court Administrative Assistant

jrobb@kcgov.us

Human Resources (208) 446-1640

kchr@kcgov.us

OUR LOCATION: Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. [Click here](#) to learn more about living in Kootenai County.

TO APPLY: Apply online at www.kcgov.us . Must successfully pass the County's pre-employment and subsequent drug tests.

Please include the following documents with your application: 1) Cover Letter; 2) Resume; 3) Letters of Reference; 4) Transcripts; 5) Copies of certifications and 6) A writing sample. Applications can be submitted at:
<https://www.kcgov.us/356/Employment-Opportunities>

EOE/Vets Preference/Drug Free Workplace

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcgov.us/departments/personnel/jobs/>

451 N Government Way
PO Box 9000
Coeur d'Alene, ID 83816
(208) 446-1640

kchr@kcgov.us

Position #2019-00078
JUDICIAL STAFF ATTORNEY TO HONORABLE JUDGE
CYNTHIA MEYER
CK

Judicial Staff Attorney to Honorable Judge Cynthia Meyer Supplemental Questionnaire

- * 1. For this application, we require a cover letter, resume, letters of reference, transcripts, certifications and writing sample. Please verify that you have attached a cover letter, resume, letters of reference, transcripts, certifications and writing sample prior to submitting this application.
☐ Yes ☐ No

- * 2. Do you have a Bachelor of Arts or Science Degree and have you graduated from an American Bar Assoc accredited school of law with a Juris Doctorate degree?
☐ Yes ☐ No

- * 3. Do you have admission to practice law in any jurisdiction of the United States, and a member in good standing with the state Bar in that jurisdiction?
☐ Yes ☐ No

- * 4. If you are a veteran, did you attach a copy of your DD214?
☐ Yes ☐ No

- * Required Question