



TWIN FALLS COUNTY
invites applications for the position of:
**Civil Deputy Public
Defender**

SALARY: \$28.49 - \$36.70 Hourly

OPENING DATE: 02/25/21

CLOSING DATE: 03/28/21 10:00 PM

POSITION INFORMATION:

Apply online at www.twinfallscounty.org.

JOB DESCRIPTION:

CLASSIFICATION SUMMARY

This is an experienced attorney position responsible for the defense of clients in civil matters, particularly child protection cases, mental health commitment, contempt cases and in-custody arraignments. Duties include presenting and summarizing cases to judges and other triers of fact, preparing legal briefs and opinions, gathering evidence to formulate a defense or to initiate legal actions, analyzing the probable outcomes of cases using knowledge of legal precedents, interpreting laws, rulings and regulations and negotiating settlements of civil disputes. The work is performed under the direction of the Public Defender, but considerable latitude is granted for the exercise of independent judgment and initiative and assistance is available from other staff if needed. The principal duties of the class are performed in a general office and courtroom environment. Due to the nature of this position, an employee may receive phone calls after normal business hours as issues arise.

DUTIES / RESPONSIBILITIES:

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

- Prepares, manages and conducts the defense for persons in civil proceedings where constitutional due process or liberty interests are in jeopardy;
- Reviews facts and circumstances of assigned cases;
- Represents clients at pretrial conferences, child protection investigation and expansion hearings, mental health team and plan of treatment hearings, trials, disposition hearings, Department of Corrections and/or Health and Welfare review hearings, post disposition hearing and through appeal;
- Interviews and counsels respondents in mental health proceedings;
- Determines and makes appropriate legal motions and enters appropriate pleas;
- Consults with parents, school representatives, Health and Welfare, family services, mental health counselors, probation officers and other stakeholders;
- Orders investigations and subpoenas;
- Prepares statements of mitigation under determinate sentencing laws;
- Prepares mental, medical and other defenses for trials;
- Prepares assigned cases for trial; negotiates settlements on behalf of assigned clients;
- Performs complex legal research; oversees the work of assigned staff regarding work on assigned cases;
- Consults with experts for preparation of reports and for services during trials;
- Prepares briefs, writs, subpoenas, appeals and other legal documents in preparation for court hearings;
- Prepares memoranda and legal opinions on a variety of issues as needed;
- Files and manages appeal in Child Protection cases, up to and including argument to the Idaho Court of Appeals and/or the Idaho Supreme Court;

- Represent individuals who are the subject of a mental commitment proceedings, including hearings regarding who must bear the cost of hospitalization; represent on appeals to higher courts;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Responds to Commissioners', County employees' and citizens' questions and comments in a courteous and timely manner;
- 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;
- Interacts with County employees, customers, visitors and the general public effectively and professionally;
- Represents clients in alternative courts;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attends training to comply with continuing legal education requirements of the Idaho State Bar;
- Cover hearings for other attorneys who may be unavailable;
- 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:

- Constitutional law, criminal law, criminal procedures, rules of evidence and conduct of court proceedings;
- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Applicable County, city, state, and federal laws, statutes, ordinances, and codes;
- General municipal, state and federal laws affecting county government;
- Legal research methods;
- Operation of standard office equipment including a personal computer and job-related software applications;
- Contemporary 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;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling for or on behalf of the County;
- Determine alternative courses of action, and possible courses of action of opponents;
- Present and argue cases and to handle unanticipated problems smoothly and effectively;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, 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;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity 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.
- Maintain confidentiality.

ACCEPTABLE 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;
- At least four (4) years litigation experience preferred, or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

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 #202100023
CIVIL DEPUTY PUBLIC DEFENDER
JE

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

hr@tfco.org
