



ADA COUNTY HUMAN RESOURCES

DEPUTY PROSECUTING ATTORNEY II – CIVIL DIVISION

Prosecuting Attorney's Office

HIRING WAGE: Depending on Qualifications

STATUS: Full-time with benefits

CLOSING DATE: Until Filled

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

The Deputy Prosecutor II performs a variety of legal work in the Prosecuting Attorney's Office. This position is located in the Ada County Prosecuting Attorney's Office, Civil Division.

DISTINGUISHING FEATURES OF THE CLASS

The Deputy Prosecutor II is an attorney who has mastered the requirements of the Deputy Prosecutor I position. The Deputy Prosecutor II predominantly works independently on both civil litigation and transactional matters and provides advice to clients regarding a large range of subject matters.

ESSENTIAL FUNCTIONS

- The Deputy Prosecutor II performs all the primary job responsibilities of a Deputy Prosecutor I, as well as handling more complex cases, more complex advice to clients, more complex transactional matters, and taking on additional responsibilities;
- Maintains and manages an increased workload;
- May provide supervision to Deputy Prosecutor I on various projects and cases;
- Practices civil law in all or one of the following areas: bankruptcy, county welfare, civil rights, personal injury, collections, construction and real estate, emergency communications, drug asset forfeitures, land use, legislative processes, probate and guardianships, personnel and benefits, open meetings and public records, and property taxation;
- Drafts contracts and other legal documents;
- Conducts legal research;
- Researches and drafts advice letters and legal opinions for clients;
- Negotiates and prepares contracts and real estate and construction documents;
- Prepares ordinances and resolutions;
- Advises Ada County Human Resources and county clients on personnel matters;
- Drafts and reviews findings of fact and conclusions of law in administrative board proceedings;
- Practices in all phases of civil litigation, before both State and Federal tribunals up to and including the U.S. Supreme Court;
- Practices and appears before state administrative agencies;
- Manages cases from the inception of lawsuits through the appellate stages;
- Manages caseload and advice to clients effectively and in a timely manner;
- Manages and prepares cases, meets discovery deadlines, and meets other critical deadlines;
- Demonstrates the conduct and behavior of a team player by helping create a professional and rewarding work environment for all Prosecuting Attorney employees;
- Supports and interacts with other team members to ensure effective case and project management;

- Communicates and maintains high credibility with the judiciary, clients, and co-workers; and
- Maintains collegial relationships with opposing counsel and treats all counsel with civility.

ADDITIONAL FUNCTIONS

- Attends CLE courses and maintains bar membership and good standing with the Idaho State Bar;
- The Deputy Prosecuting Attorney II shall serve at the direction and discretion of the Prosecuting Attorney and shall perform any and all job functions assigned by the Prosecuting Attorney.

JOB REQUIREMENTS

- Graduation from an accredited law school and member of the Idaho State Bar;
- Minimum of 5 years of civil litigation experience required;
- Knowledge of state statutes, case law, and rules of civil procedure;
- Knowledge of state professional rules of ethics;
- Knowledge of county departments and offices, policies and procedures;
- Knowledge of online legal research tools;
- Ability to establish and maintain effective working relationships with clients, co-workers and members of other agencies;
- Ability to maintain confidentiality;
- Ability to communicate effectively and persuasively;
- Ability to establish and maintain effective working relationships with county and state officials, and officials of other entities associated with the Ada County Prosecuting Attorney's Office;
- Ability to exercise tact, ingenuity and resourcefulness;
- Ability to work as part of a team;
- Ability to exercise good judgment;
- Ability to conduct self in a professional manner both inside and outside the courtroom.

OTHER REQUIREMENTS

- Must possess a strong work ethic;
- Must maintain the highest of ethical standards;
- This position has been designated as safety sensitive and therefore the incumbent is subject to random drug tests.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*