

CARIBOU COUNTY CLASS SPECIFICATION

JUDICIAL STAFF ATTORNEY

Department: District Court

Salary \$68,000 with full benefits (Insurance and Persi included)

Effective Date: Position is open until filled

Purpose of Class/Position

Performs a variety of professional legal and administrative work related to legal research and writing in assisting the District Judge in preparing for and effectively dealing with legal issues before the Court.

Primary Function

Position's principal function is to perform legal and administrative duties of a routine to complex nature on behalf of the Court by providing technical research assistance to the District Judge, examining, analyzing and interpreting treatises, case law, statutes and other information and submitting written recommendations for resolving issues before the Court. Considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment.

Supervision Received

Works directly under the supervision of the District Court judge.

Distinguishing Characteristics

Position is classified as non-classified and "at will" and, as such, the incumbent serves at the pleasure of the supervising District Judge.

Essential Duties and Responsibilities

1. Conducts legal research and prepares research memoranda for consideration by the Judge.
2. Drafts, edits, reviews and revises legal memoranda, decisions, orders and judgment documents.
3. Provides legal advice and counsel to the Judge on a variety of civil and criminal issues and proceedings.
4. Attends court hearings and provides legal analysis and interpretation to the Court.
5. Provides the Court with bench memos that analyze pending issues and legal precedence in order to provide guidance regarding rulings the Court may make.
6. Edits, reviews and revises legal documents prepared by the Court.
7. Performs research of federal law, state statutes, county and city ordinances, case decisions, law review articles, documents, treatises, briefs, memorandum decisions, administrative directives and other sources related to rules of procedure and other legal authorities.
8. Provides legal counsel to court staff on issues related to court rules and the Idaho Rules of Civil and Criminal Procedure.
9. Reviews and summarizes all court files in preparation for pretrial conferences, pretrial motion hearings, and trials as required to assist the Judge.
10. Provides the Judge with legal counsel regarding local court rules, Idaho Code of Judicial Conduct and the Idaho Rules of Professional Conduct.

11. Communicates with legal counsel and public agencies to ensure timely completion of the various phases of the trial process related to scheduling and administrative matters.
12. Prepares and reviews proper jury instructions.
13. Examines and reviews evidence presented by the parties in court proceedings.
14. Reviews and summarizes appeals from the magistrate division, tracks appeals process to ensure timely completion of requirements and orderly conclusion of appeals.
15. Maintains all county law libraries including in the judge's chambers, courtroom, court office, staff attorney office and probation office by distributing and updating the Idaho Code, Idaho Supreme Court Rules, city codes, county codes and other legal sources.
16. Assists in curriculum development and implementation of Continuing Legal Education (CLE) courses for other staff attorneys in the Fifth, Sixth and Seventh Judicial Districts.
17. Participates in Bar related activities, Law Day and Citizen's Law Academy.
18. Assists the District Judge in the preparation and presentation of law related educational programs.
19. Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

1. May receive assignments to perform work for other District Judges or Magistrates in the Sixth Judicial District.
2. Community legal education volunteer to promote and educate citizens regarding the judiciary and the legal system.

Competency Requirements

1. Clear understanding of and ability to apply the Idaho Rules of Civil Procedure, Idaho Criminal Rules, Idaho Rules of Evidence and Idaho Appellate Rules.
2. Knowledge of principles of civil and criminal law, trial procedures and rules of evidence; administrative law procedure; statutory and constitutional laws of the State of Idaho and the U.S. Constitution.
3. Competency in principles, methods, materials and practices of legal research and writing.
4. Understanding of city, county, state and federal laws and constitution provisions affecting the Court's decisions and orders.
5. Understanding of judicial procedures and rules of evidence.
6. Understanding of responsibilities and obligations affecting the Court.
7. Understanding of procedures, practices and effective techniques in presentation of court cases.
8. Aptitude with the operation of standard office equipment including computers and job related software applications (i.e. MS Word, Outlook and others).
9. Proficiency in electronic legal research (i.e. Westlaw). Westlaw Next certification is preferred.
10. Exceptional English grammar, spelling, punctuation and composition.

Ability to:

1. Establish and maintain effective working relationships with other County employees, staff, attorneys, law enforcement personnel, victims, witnesses, supervisory personnel, state and local elected and appointed officials and the public.
2. Maintain a professional demeanor during stressful situations.
3. Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

4. Perform multiple tasks simultaneously--including handling interruptions--and return to and completion of tasks in a timely manner.
5. Perform time management and scheduling functions, meet deadlines and set case priorities.
6. Operate standard office equipment and a personal computer using program applications appropriate to assigned duties.
7. Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
8. Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
9. Accept case assignments and work independently with minimal supervision.

Education Requirements

1. Bachelor of Arts or Science Degree
2. Graduation from an American Bar Association accredited school of law with a Juris Doctorate degree.
3. Admission to the Idaho State Bar or other State Bar within six months of employment.

Essential Physical Abilities

1. Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person, on a telephone and in a courtroom environment.
2. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to assist in the preparation, monitoring and litigation of all criminal and civil cases.
3. Sufficient manual dexterity, with our without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer.
4. Sufficient personal mobility, flexibility, agility and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lift up to 20 pounds and perform in a courtroom environment.