



KOOTENAI COUNTY
invites applications for the position of:

Judicial Staff Attorney to Honorable Judge Cynthia K.C. Meyer

DEPARTMENT: District Court - Judicial Staff Attorneys
SALARY: \$55,713.00 - \$64,836.00 Annually
OPENING DATE: 04/30/21
CLOSING DATE: 05/28/21 05:00 PM
SUMMARY:

JUDICIAL STAFF ATTORNEY TO HONORABLE JUDGE CYNTHIA K. C. 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) Transcripts; 4) Copies of certifications; 5) A writing sample and 6) Proof of bar license if licensed. 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.

- \$55,713 to \$64,836 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 \$55.33 per month (*nicotine free rate*). View our entire [benefits package](#).
- 40 hours of paid vacation after 6 months of employment
- [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 165,000 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 <https://www.kcgov.us/356/Employment-Opportunities>. 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) Transcripts; 4) Copies of certifications; 5) A writing sample and 6) Proof of bar license if licensed. Applications can be submitted at: <https://www.kcgov.us/356/Employment-Opportunities>

EOE/Vets Preference/Drug Free Workplace

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

kchr@kcgov.us

Judicial Staff Attorney to Honorable Judge Cynthia K.C. Meyer Supplemental Questionnaire

- * 1. For this application, we require a cover letter, resume, transcripts, certifications, writing sample and proof of bar license if licensed. Please verify that you have attached a cover letter, resume, transcripts, certifications, writing sample and proof of bar license if licensed 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