

Idaho Courts
Position Description

Position Title: Staff Attorney
Effective Date: July 2019
Salary Grade/Range: Grade 19 (\$110,000 - \$130,000)
FLSA Status: Exempt - Executive
EEO Job Category: Officials and Administrators

General Position Summary:

The Staff Attorney provides highly complex legal work for the Idaho Supreme Court. The position provides guidance to the Court on the resolution of all filings (other than appellate briefs). In addition, the position provides legal support to the office of the Clerk of the Supreme Court/Court of Appeals. The position reports to the Legal Counsel of the Idaho Supreme Court's Administrative Office.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Reviews, summarizes, and researches appellate motions and original petitions and recommends action to be taken;
- Summarizes, researches, and makes recommendations on petitions for review;
- Researches legal issues for the Supreme Court and Court of Appeals, recommends the disposition of those issues, and drafts the decisions, orders, or rules to dispose of the issues;
- Researches legal issues before the Supreme Court in various procedural contexts;
- Recommends disposition of legal issues and drafts memoranda and proposed decisions, orders or rules on matters before the Supreme Court.
- Researches and writes memos recommending disposition of motions.
- Reviews briefs when appeals are set at issue, summarizes issues, and recommends retention or assignment;
- Provides legal advice and analysis for the office of the Clerk of the Supreme Court/Court of Appeals;
- Drafting and reviewing orders for execution by the clerk of the Court and/or Clerk of the Court;
- Prepares and reviews appellate policies and rules; ensuring they are consistent with legal requirements and exiting policies and rules;
- Provides staff support to the appellate committees, work groups, and conferences as assigned;
- Prepares agendas and minutes for appellate court rules committees, circulates, presents to court, and oversees orders;
- Assists in various court projects upon request;
- Answers questions from district court clerks and the general public;
- Prepares and makes presentation at conferences and workshops; provides training regarding various legal topics to judges and court staff;
- Performs related duties as required.

Minimum Qualifications:

Education and Experience:

- Graduation from a law school with a juris doctorate degree;
- Must have or obtain active membership in the Idaho State Bar;

- Eligibility to practice law before the courts of the state of Idaho;
- 10 years of broad legal experience; preference may be given to candidates with appellate experience.

Knowledge, Skills, and Abilities:

- Knowledge of the procedural operations of all levels of court;
- Knowledge of state statutes and court rules;
- Knowledge of appellate practices, procedures, and rules;
- Knowledge of state and local governmental/legislative/political systems and processes;
- Knowledge of judicial systems including court processes, jurisdiction, administration, rules and procedures;
- Skill in legal research and writing techniques;
- Skill in problems solving and conflict resolution;
- Ability to interpret and apply complex policies, procedures, laws, and regulations;
- Ability to plan, organize, direct, and evaluate the work of staff;
- Ability to analyze complex issues and develop feasible solutions;
- Ability to communicate clearly and concisely both verbally and in writing;
- Ability to establish effective and cooperative working relationships with judges, court staff, and members of the public;
- Ability to provide leadership and develop consensus among stakeholders on internal and external issues;
- Ability to work independently with minimal direction and prioritize and manage time well;
- Ability to organize and prioritize projects to meet deadline and achieve desired results;
- Ability to maintain integrity and confidentiality.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

Application Instructions:

If interested in being considered for this position, please complete the employment application on our website and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101. ***Application materials must be received by 5:00 p.m. MDT on Monday, July 22, 2019.***

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.