

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **Judicial Staff Attorney**

Department: District Court

Pay Grade: TBD based upon  
qualifications

FLSA Designation: Exempt

Effective Date: 10/04, 08/09, 4/12,  
4/15, 12/20

### **Purpose of Class**

The employee will provide professional legal services, with emphasis on evaluating and preparing felony criminal cases and civil cases for trial throughout the Sixth Judicial District and other judicial districts, depending on the assignment of the district judge.

### **Primary Function**

The principal function of an employee in this class is to perform professional legal and administrative duties involving case evaluation, preparation and drafting of a variety of legal documents for the District Court. The work is performed under the general supervision of a District Court judge, but 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.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Attends court hearings, and provides legal analysis and interpretation to the court;
- Provides the court with bench memos that analyze pending issues and legal precedence in order to provide guidance regarding rulings the court may make;
- Drafts memos, orders, and decisions for the court;
- Edits, reviews, and revises legal documents prepared by the court;
- Conducts informal case review with counsel on pending cases;
- Assists in curriculum development and implementation of Continuing Legal Education (CLE) courses for other staff attorneys in the 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup> Judicial Districts;
- Participates in Bar related activities; Law Day, Citizen's Law Academy;
- Assists the district judge in the preparation and presentation of law related educational programs.
- Supervises and makes assignments for paralegals and law students serving internships and externships;
- Coordinates with the University of Idaho, College of Law, Director of Externship and Pro Bono Programs to provide legal research assistants to magistrates.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.
  - ❖ May receive assignments to perform work for other district judges or magistrates in the 6<sup>th</sup> Judicial District;
  - ❖ Community legal education volunteer to promote, and educate citizens regarding the judiciary and the legal system.

### **Competency Requirements**

- **Clear understanding and ability to apply the:**
  - ❖ Idaho Rules of Civil Procedure;
  - ❖ Idaho Criminal Rules;
  - ❖ Idaho Rules of Evidence;
  - ❖ Idaho Appellate Rules.
- Maintain an expertise in the use of Microsoft Word, Microsoft Excel, Westlaw Next, JI Plus, Tyler Navigator and any other job-related software applications;
- Proficient in electronic legal research, Westlaw Next certification is preferred;
- Ability to write succinctly and provide direct written feedback and analysis to questions of Law;
- Exceptional English grammar, spelling, punctuation, and composition.

Ability to:

- ✓ 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;
- ✓ Maintain a professional demeanor during stressful situations;
- ✓ Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- ✓ Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- ✓ Perform time management and scheduling functions, meet deadlines and set case priorities;
- ✓ Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- ✓ Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- ✓ Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- ✓ Accept case assignments and work independently with minimal supervision.

### **Experience and Training** (these requirements are effective for those hired after February 1, 2021)

- ✓ Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate Degree is required;
- ✓ Admission to the Idaho State Bar or other State Bar within 6 months of employment is required.

**Essential Physical Abilities**

- 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;
- 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;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee operate standard office equipment and a personal computer;
- 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.