

DISTRICT COURT
SEVENTH JUDICIAL DISTRICT
STATE OF IDAHO

H. ALAYNE BEAN
DEPUTY TRIAL COURT ADMINISTRATOR
FOR
BONNEVILLE, BINGHAM, BUTTE, CLARK,
CUSTER, FREMONT, JEFFERSON, LEMHI,
MADISON, AND TETON COUNTIES



DISTRICT OFFICES
BONNEVILLE COUNTY
COURTHOUSE
605 NORTH CAPITAL
IDAHO FALLS, IDAHO 83402
TEL. (208) 529-1350 ext. 1341
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To Whom It May Concern,

We have a job posting for a new Law Clerk or Staff Attorney in the 7th Judicial District. Starting pay is \$70,000 per year plus benefits. Please see the included job description for specific duties.

If you are interested, please contact Alayne Bean, DTCA, by phone at: 208-529-1350 Ext. 1341; or by email at: abean@idcourts.gov; or at the physical address above.

If you would like to be considered, please include:

- Resume
- Cover Letter
- Writing Sample
- References

MAIDION COUNTY, IDAHO JOB DESCRIPTION

Staff Attorney/Law Clerk

GENERAL SUMMARY:

Performs a variety of legal work, including, researching, preparing drafts of legal memoranda, and assists a District Court Judge in preparing for and effectively handling the legal issues before the court.

DISTINGUISHING FEATURES OF THE CLASS:

A Law Clerk performs advanced legal work under the close supervision of a judge and has not yet passed the Idaho State Bar exam

A Staff Attorney is distinguished from a Law Clerk by having passed the Idaho State Bar exam and is required to be a member in good standing of the Idaho State Bar.

ESSENTIAL FUNCTIONS:

- Maintain strict confidentiality in all cases;
- Review briefs and legal memoranda as assigned by the judge. Evaluate authorities and analyze the impact they may have on the legal issues to be resolved in a specific case;
- Conduct legal research to find relevant authorities;
- Attend court hearings at the request of the judge to obtain background information for the drafting of related legal documents;
- Prepare and draft bench memoranda prior to civil and criminal hearings;
- Prepare and prioritize tasks as assigned by the judge;
- Keep up-to-date on changes in the law and case law and inform the judge of important changes;
- Assist with the County Law Library and District Court libraries by maintaining judge's chambers, courtroom(s), and the Court Law Library to include distributing and updating the Idaho Code, Idaho Supreme Court Rules, city codes, county codes, and other legal resources;
- Perform related functions as assigned; and,
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices.

QUALIFICATIONS:

- Juris Doctorate from an American Bar Association (ABA) accredited law school; and
- Either have taken or be scheduled to take the next-offered Idaho bar exam.

KNOWELDGE OF:

- Thorough knowledge of substantive and procedural law as taught in an accredited law school;

- Thorough knowledge and understanding of and experience with the use of modern legal research materials and techniques; appropriate legal citations; and online legal databases (ex. Westlaw, Lexis Nexis).

ABILITY TO:

- Analyze legal issues, conduct research, and prepare concise and clear summaries applying the law to the facts;
- Write precisely and clearly, using excellent English grammar skills, spelling, punctuation and composition;
- Use a computer for both word processing programs (ex. Microsoft Word, Excel, PowerPoint, or similar office software) and automated legal research functions (ex. Westlaw);
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain effective working relationships;
- Maintain a professional demeanor during stressful situations;
- Perform multiple tasks simultaneously, including handling interruptions, while completing tasks in a timely manner;
- Adhere to the Idaho Judicial Branch Code of Conduct for non-judicial employees; and
- Successfully pass a drug test and background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to form the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the job, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. While performing the duties of this job, the employee works in an office setting where the noise level in the work environment is usually moderate.