

JOB OPENING LAW CLERK



Fifth Judicial District Court Judge of Minidoka County, State of Idaho

SALARY	\$74,880 Annual; \$38.40 Hourly
LOCATION	Minidoka County, Idaho
JOB TYPE	Full-time
OPENING DATE	02/03/2025
DEPARTMENT	District Court
CLOSING DATE	Open until filled
START DATE	06/23/2025
TERM	1-2 Years

SEND TO:



tpage@minidoka.idcourts.gov



Minidoka County Clerk Tonya Page
P.O. Box 368
Rupert, ID 83350



Address cover letter to:
Honorable W. Reed Cotten
Fifth Judicial District
Minidoka County
P.O. Box 368
Rupert, ID 83350



Job Description

CLASSIFICATION SUMMARY

Research legal data for brief or argument based on statutory law or decisions; search for and study legal records and documents to obtain data applicable to case under consideration or per judge request; prepare rough drafts of opinions and orders; prepare judgments of conviction; and prepare dispositions; keep accurate and complete document files and correspondence of cases. Law clerk must have a basic understanding of the law and how it applies to court and procedural rules. Work is performed in an office and courtroom setting.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

(illustrative only and may vary by assignment)

Assist the judge in applying the law to cases and motions before the court;
Perform research of legal issues;
Draft memos, opinions, jury instructions and orders for the judge;
Help troubleshoot technical difficulties in the courtroom;
Respond to judges', court employees', Commissioners', elected officials', other County employees' and citizens' questions and comments in a courteous and timely manner;
Meet deadlines, and sets project priorities;
Communicate and coordinate regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities;
Maintain strict confidentiality in all cases;
Assist other department and County employees as needed or requested;
Perform all work duties and activities in accordance with county policies, procedures, and safety practices.

Qualifications

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Skill and Ability to:

Research and identify essential information pertinent to a case or judge request;
Analyze and apply the law to specific facts;
Prepare legal documents;
Speak clearly and communicate accurate information to others;
Use English to communicate effectively with others;
Proficiently operate computers, software programs, such as Microsoft Word, Excel, Power Point, or similar office software to create documents and other materials, maintain information, and generate reports;
Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
Follow verbal and written instructions;
Work independently and exercise initiative, with general guidance and supervision;
Use good judgment to make sound reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
Maintain a professional demeanor at all times;
Maintain confidentiality;
Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
Perform all duties in accordance with county policies and procedures with regard for personal safety and that of other employees and public.

To review the full position profile and benefits package, visit www.minidokacounty.id.gov

