



Civil Deputy Prosecuting Attorney

FLSA Designation: Exempt - Professional

Pay Grade: 12

This position provides civil advisory counsel to County officials. This position reports to the Chief Civil Deputy and Teton County Prosecuting Attorney.

Essential Functions

- Provides legal advice to County officials on civil and administrative issues;
- Reviews and drafts contracts and other agreements;
- Reviews and drafts ordinances;

- Advises County officials regarding public records requests;
- Prosecutes civil forfeiture action;
- Prosecutes child protection cases;
- Handles administrative warrants and appeals;
- Attends meetings of the Board of County Commissioners and other County entities, as needed;

- Completes other legal tasks, as designated by the Chief Civil Deputy and Prosecuting Attorney;
- In instances where the Prosecuting Attorney and Chief Criminal Deputy Prosecuting Attorney have conflicting court calendars or are otherwise unable to cover a criminal hearing, the Civil Deputy may cover such hearings;
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Requirements

Knowledge of:

- Principles and practices of Idaho civil and administrative law, especially as they relate to municipal governments;
- Idaho Tort Claims Act;
- Civil rights principles;
- State and federal court procedures;
- Rules of evidence;

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- Methods and strategies for case preparation;
- Pleadings and effective practices and techniques in the presentation of court cases;
- Principles, methods and techniques of legal research;
- Court rules and trial procedure;
- Rules of professional conduct and legal ethics.

Ability to:

- Define and analyze complex legal issues and problems;
- Efficiently and effectively perform legal searches, including use of Lexis;
- Write clearly and concisely, with mastery of both objective and persuasive techniques;
- Synthesize and marshal facts;

- Perform legal risk-benefit analyses;
- Evaluate alternatives and develop sound conclusions and recommendations;
- Exercise sound, independent judgment within general policy guidelines and legal parameters;
- Interpret and explain in simple terms state and federal law, regulations, legislation and constitutional provisions affecting County operations;

- Work independently with guidance from the Chief Civil Deputy Prosecuting Attorney;
- Operate a computer with demonstrated proficiency using contemporary databases, word processing, spreadsheets and software applications;
- Engage in a professional manner;
- Maintain collegial relationships and treat all individuals professionally.

Acceptable Experience and Training

- Prior civil advisory experience, particularly working with county or city governments, strongly preferred;
- Juris Doctorate from an accredited law school;
- Two years legal experience strongly preferred;
- Admission to the Idaho Bar.

Licenses and Other Requirements

Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;

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- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements;
- Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Announcement

THIS IS TETON COUNTY

Beautiful mountains, a close-knit community, and a workplace that cares individually about you are just a few of the advantages of forwarding your career at Teton County. In fact, our Vision is "Cultivating Community to Enrich Lives." So, if you would like to be part of a group of people who care about this Vision, and you want to positively impact a community and its people, please keep reading!

WHO WE ARE LOOKING FOR

Are you an attorney with civil experience? If so, Teton County is looking for a Civil Deputy Prosecuting Attorney to provide civil advisory counsel to County officials.

Here are experiences and skills we are looking for:

- Prior civil advisory experience, particularly working with county or city governments, strongly preferred;
- Juris Doctorate from an accredited law school;
- Two years legal experience strongly preferred;
- Admission to the Idaho Bar.

THE OPPORTUNITY: Civil Deputy Prosecuting Attorney

Here are a few opportunities waiting for you:

- Provides legal advice to County officials on civil and administrative issues;
- Reviews and drafts contracts and other agreements;
- Reviews and drafts ordinances;

- Advises County officials regarding public records requests;
- Prosecutes civil forfeiture action;
- Prosecutes child protection cases;
- Handles administrative warrants and appeals;

- Provides customer service the Teton County way!

This position reports to the Chief Civil Deputy and Teton County Prosecuting Attorney.

THE REWARDS

- A thriving workplace where what YOU do matters
- Professional growth and training
- Alternative work schedules that meet our citizens' needs and your lifestyle
- Idaho PERSI pension so you can enjoy retirement
- Robust health and dental insurance
- 13 days of Paid Time Off, 12 holidays, and sick leave days
- A pay range of \$82,617.60 to \$96,054.40 based on what you bring to the County
- Lots of potlucks, incredible mountain views, and a workday that is meaningful