POSITION TITLE: Deputy Prosecuting Attorney (Part-Time)

OFFICE/DEPARTMENT: Owyhee County Prosecuting Attorney

DATE: September 2017

SALARY: Hourly, up to 19 hours weekly. Hourly rate depends on experience.

**POSITION SUMMARY**: Under limited supervision, this position is responsible for processing, preparation, and handling cases which are infractions, misdemeanors, felonies, juvenile, child protection, civil forfeitures, post-conviction relief, mental commitments, appeals, etc. Appreciable criminal jury trial experience would be helpful.

**ESSENTIAL FUNCTIONS**:

* Represents the State in court by presenting evidence and argument at arraignments, preliminary hearings, pretrial conferences, hearings on motions, jury and court trials, sentencings, grand jury proceedings, specialty courts, and appellate case work, and takes notes of the results of the proceedings.
* Analyzes assigned cases to determine whether the charges can be proved at trial, what offers for settlement and sentencing recommendations have been and should be extended to defendants who have committed similar offenses with similar criminal histories, and what resolution would be appropriate.
* Drafts legal documents such as complaints, motions, orders, memoranda, and search and arrest warrants with supporting affidavits, and ensures the filing of such documents in keeping with discovery and other critical deadlines.
* Negotiates case resolutions with attorneys and pro se defendants while maintaining a professional and collegial relationship and treating all fairly.
* Prepares for hearings and trials by reviewing reports, researching legal issues, reviewing the physical evidence surrounding the case, identifying and interviewing witnesses, conferring with police officers, and staffing cases internally with supervisor.
* Conducts legal research necessary for case preparation and keeps abreast of court decisions and legislation affecting prosecution.
* Manages and prepares a heavy caseload effectively and in a timely manner by prioritizing cases and tasks as well as by communicating with other office members.
* Provides legal advice to law enforcement officers and prepares search warrants on an on-call basis.
* Assists the Prosecuting Attorney in formulating and implementing office policies.

**ADDITIONAL FUNCTIONS**

* Assists the Prosecuting Attorney in handling and research civil matters for the County.
* Prepares and presents legal trainings for law enforcement officers.
* Performs other duties as assigned by the Prosecuting Attorney.

**REPORTING RELATIONSHIP**: Position reports directly to the Owyhee County Prosecuting Attorney, and serves at his/her direction and discretion.

**JOB REQUIREMENTS**:

* Must treat defendants, defense counsel, victims, witnesses, county personnel, other agency personnel, and the judiciary with fairness, dignity, and respect.
* Must maintain the highest of ethical standards.
* Must establish and maintain high credibility and professional and effective working relationships with the judiciary, law enforcement, county personnel, and other agencies.
* Must be a team player.
* Must possess a strong work ethic.
* Must communicate effectively in a variety of settings, such as presenting in court before judges and jurors, interacting with county officials, and talking with law enforcement officers.
* Must be effective at prioritizing tasks, meeting deadlines, and working under pressure.
* Must be able to stay on task with frequent interruptions or distractions, and adjust priorities quickly as circumstances change.
* Must have superior writing and research skills.
* Must stay on task with frequent interruptions or distractions, and adjust priorities quickly as circumstances change.
* Must be a graduate of an accredited law school.
* Must have and maintain good standing with the Idaho State Bar as an active member.
* Must maintain confidentiality.
* Must be able to work as required including evenings, weekends, holidays, and be on-call, when applicable.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**:

* Must have sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate accurately and quickly on the telephone and in person.
* Must have 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, and organize documents and materials.
* Must be able to remain in a stationary position for long periods of time such as in court and office settings.
* Must be able to move about inside an office setting to access file cabinets, office machinery, and to operate a computer and other office productivity machinery, such as a copy machine and printer.
* Must be able to transport case files weighing up to 40 pounds from the Prosecuting Attorney’s office to the courthouse.
* Must have reliable transportation to and from the Prosecuting Attorney’s office.
* Is potentially subject to random drug testing.

**REQUESTED:**

To apply, provide a letter of interest, resume, earning requirements, and at least three professional references to Douglas D. Emery, Owyhee County Prosecuting Attorney, Courthouse Box 128, Murphy, ID 83650, or by email to demery@co.owyhee.id.us.