



Twin Falls County

In-House Conflict Public Defender

SALARY	\$74,984.00 - \$87,131.00 Annually	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202300059
DEPARTMENT	Commissioners	OPENING DATE	08/17/2023
CLOSING DATE	Continuous		

Position Information

APPLY ONLINE AT <https://twinfallscounty.org/>

Job Description

This is an experienced attorney position responsible for the defense of indigent individuals charged with crimes when there is a conflict in representation with the Twin Falls County Public Defender's office. Assignments may be made to defend specific types of cases such as narcotics, DUI, property crimes, domestic violence, juvenile crime, or other crimes. Duties include reviewing facts and circumstances of assigned cases to determine appropriate action; attending first appearances and ongoing court proceedings; negotiating resolutions, meeting with accused, family of accused and potential witnesses, attending pretrial conferences, preparing briefs, reviewing rules of procedure and evidence, researching case law, preparing cases for trial, trying cases before judges and juries, preparing and presenting sentencing arguments, handling appeals, post-conviction cases, probation violations and parole hearings. The work is performed independent of the Public Defender's office, and the position reports to the Board of County Commissioners. Considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of the class are performed in a general office and courtroom environment. Due to the nature of this position, an employee may receive phone calls after normal working hours about legal issues that arise.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Represents indigent clients in criminal cases including, but not limited to: meeting with clients and potential witnesses, attending multiple court proceedings, organizing the case file, developing trial strategy, preparing and arguing briefs and motions, preparing evidence, preparing for jury trial, presenting the defense case to the jury, preparing and presenting mitigation evidence and arguments for sentencing.
- Reviews facts and circumstances of assigned cases;
- Negotiates with prosecuting attorneys on resolution of cases where appropriate;
- Represents clients at first appearance, preliminary hearings, pretrial conferences, trials, and all hearings related to probation violation actions.
- Determines and makes appropriate legal motions and enters appropriate pleas;
- Interviews the accused person, other affected parties and witnesses;
- Directs staff in the preparation of pleadings, forms, orders, motions, legal memorandums and other paperwork;
- Prepares mental, medical and other defenses for jury trials;

- Performs complex legal research; oversees the work of assigned staff regarding work on assigned cases;
- Consults with experts for preparation of reports and for services during jury trials;
- Prepares briefs, motions, subpoenas, appeals and other legal documents in preparation for court hearings;
- Represents clients in alternative courts;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Responds to Commissioners', County employees' and citizens' questions and comments where appropriate in a courteous and timely manner;
- Communicates and coordinates professionally with co-workers to maximize the effectiveness and efficiency of operations and activities.
- Maintains strict confidentiality in all cases;
- Interacts with clients, witnesses and others effectively and professionally;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.
- Attends training to comply with continuing legal education requirements of the Idaho State Bar;
- Performs other duties as assigned

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 satisfactorily and be successful in the position.

Knowledge of:

- Constitutional law, criminal law, criminal procedures, rules of evidence and professional ethics;
- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Applicable county, state, and federal laws, statutes, ordinances, and codes;
- Legal research methods;
- Negotiation techniques and methods;
- English grammar, spelling, punctuation, and composition.

Skill and Ability to:

- Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases;
- Present material to opponents and develop an appropriate legal strategy;
- Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury;
- Make significant/substantial legal decisions in individual cases based on a combination of factors including the law, policy, and rules of ethics;
- Negotiate complex legal issues;
- Bring interested and affected parties to consensus;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling for or on behalf of the client;
- Determine alternative courses of action, and possible courses of action of opponents;
- Present and argue cases and to handle unanticipated problems smoothly and effectively;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, 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 and 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;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Demonstrate integrity and ingenuity 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 the public.
- Maintain confidentiality.

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ACCEPTABLE EXPERIENCE AND TRAINING:

- Graduation from an accredited college or university with a bachelor's degree, and;
- Graduation from a law school accredited by the American Bar Association with a Juris Doctorate Degree, and;
- Licensed to practice law in the State of Idaho, and
- **Minimum of five (5) years' experience**
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

Physical Demands / Work Environment

PHYSICAL DEMANDS & 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 classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to stand, sit, stoop, kneel, bend, use hands to type, handle materials, or manipulate tools, and reach with hands and arms. Incumbent must occasionally lift or move up to 25 pounds. Adequate vision required, including close vision, distance vision, and ability to adjust focus. Incumbent must have sufficient clarity of speech and hearing abilities to permit him or her to discern verbal instructions and communicate effectively in person and by telephone. This position works in the office and in the courtroom where the noise level in the work environment is usually moderate. This is an exempt employee, and is almost always required to work more than 40 hours per week, and is daily exposed to emotional and violent people who may create risk to personal safety.

Agency

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

<http://www.twinfallscounty.org>