



Twin Falls County Staff Attorney-Judge Hancock

SALARY	\$39.42 Hourly	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202600029
DEPARTMENT	District Court	OPENING DATE	04/07/2026
CLOSING DATE	6/7/2026 10:00 PM Mountain		

Position Information

Apply ONLINE at www.twinfallscounty.org

All applicants must fill out the online application. The application is required for consideration.

Staff Attorney position is for a term of one year.

Attach to online application, or mail to Twin Falls County Human Resources:

1. Cover Letter
2. Resume
3. Transcript and Class Rank
4. Writing Sample
5. References (3)
6. Letters of Recommendation (optional)

Address on cover letter:

Honorable R. William Hancock, Fifth Judicial District
P.O. Box 126
Twin Falls, ID 83303-0126

Salutation:

Honorable R. William Hancock

Job Description

CLASSIFICATION SUMMARY

Researches legal data for brief or argument based on statutory law or decisions; searches for and studies legal records and documents to obtain data applicable to case under consideration or per judges request; prepares rough drafts of opinions and orders; prepares judgments of conviction; and prepares dispositions; keeps accurate and complete document files and correspondence of cases. Law clerks must have a basic understanding of the law and how it applies to courts 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)*

- Assists the judge in applying the law to cases and motions before the court;
- Performs research of legal issues;
- Drafts memos, opinions, jury instructions and orders for the judge;
- Helps troubleshoot technical difficulties in the courtroom;
- Responds to judges', court employees', Commissioners', elected officials', other County employees' and citizens' questions and comments in a courteous and timely manner;
- Meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

- 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.

Skill and Ability to:

- Research and identify essential information pertinent to a case or a judge's request;
- Analyzing and applying 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 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;
- 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 the public.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Juris Doctorate from an accredited college or university;
- Previous experience in courts is preferred;
- 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:

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.

While performing the duties of this classification, 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 classification, 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. Specific vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Employer

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

<http://www.twinfallscounty.org>