



Twin Falls County

Deputy Prosecuting Attorney-Civil

SALARY	\$90,480.00 - \$128,128.00 Annually	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202600034
DEPARTMENT	Prosecuting Attorney's Office	OPENING DATE	04/16/2026
CLOSING DATE	Continuous		

Position Information

The Twin Falls County Prosecutor's Office is responsible for prosecuting crimes in Twin Falls County. We have one full-time opening for a civil deputy prosecutor.

Our comprehensive benefits package includes:

- Full health, dental, vision, cafeteria plan, health savings plan
- Employee Assistance Plan, wellness programs
- Life insurance
- Retirement plans such as PERSI pension and 401(k), as well as Deferred Compensation
- Twelve paid holidays with generous vacation, personal days, and sick leave accrual
- **This position qualifies for Public Service Loan Forgiveness**
- Our office also offers paid bar exam fees for new attorneys, paid annual license fees, paid CLEs and training opportunities, and a paid cell phone.

SALARY: \$90,480.00-\$128,128.00

START DATE: Immediately

CLOSING DATE: Position open until filled

TO APPLY:

Resume and cover letter are required for this position.

- Apply online at twinfallscounty.org (attach cover letter and resume to your application); or
- Call the Twin Falls County Prosecuting Attorney's Office directly for details or with any questions 208-736-4050. Ask for Angela.

Job Description

JOB DESCRIPTION:

The Deputy Prosecuting Attorney, Civil Division, is an attorney position responsible for the prosecution of civil cases such as child protection cases, civil asset forfeitures, involuntary civil commitments, and other civil cases. The Civil Deputy Prosecutor's duties include providing legal advice to elected officials and other county employees on a variety of legal matters including employment law, contract interpretation, federal regulations, and planning and zoning. The Deputy Prosecuting Attorney works under the direction of the Chief Civil Deputy Prosecuting Attorney, but has considerable latitude to exercise independent judgment and initiative. Assistance is available from supervisors or colleagues as necessary. The principal duties of the Civil Deputy Prosecutor are performed in the office and the courtroom.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(illustrative only)*

- Perform all duties of a Prosecuting Attorney pursuant to Idaho Code;
- Prosecute child protection cases including screening cases, filing petitions, conducting trials and necessary hearings;
- Negotiate and review contracts for county business including, but not limited to, professional service contracts, construction contracts and general goods and services contracts;
- Prosecute forfeiture cases including screening, conducting trials, negotiating settlements;
- Provide legal advice to county officials and employees in a wide variety of subjects including, but not limited to, probate, guardianships, foreclosures, federal bankruptcy, county assistance, administrative proceedings, personnel matters, tax appeal hearings, etc.;
- Represent the County in legal actions or litigation including, but not limited to, probate, Tax Commission appeal hearings and Department of Labor appeal hearings;
- Direct staff in the preparation of pleadings, forms, orders, contracts and other paperwork;
- Respond to legal questions from law enforcement agencies;
- Draft contracts, legal memorandums, pleadings and other necessary paperwork;
- Interact, mediate, and negotiate with opposing counsel, judges, office staff, other agencies and law enforcement offices;
- Draft and review county ordinances, zoning ordinances and conducts necessary enforcement proceedings;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Respond to questions from Commissioners, county employees and citizens in a courteous and timely manner;
- Maintain strict confidentiality in all cases and comply with Idaho Rules of Professional Conduct;
- Interact with county employees, customers, visitors and the general public effectively and professionally;
- Perform other duties as assigned by the Twin Falls County Prosecuting Attorney;
- Perform all work duties and activities in accordance with Twin Falls County Prosecuting Attorney policies and procedures.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Attend Idaho Prosecuting Attorneys Association training to comply with continuing legal education requirements of the Idaho State Bar;
- Attend various committee or panel meetings.

Qualifications

POSITION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and ability required to satisfactorily perform each essential duty required for this position.

Knowledge of:

- Constitutional law, criminal law, criminal procedures, rules of evidence and prosecutorial ethics;
- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Applicable county, state, and federal laws, statutes, ordinances, and codes;
- State and federal laws affecting county government;
- County 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;
- Discern critical issues and needs of the County through a negotiations process;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling for or on behalf of the County or State;
- Analyze, appraise, and organize facts and precedents and present arguments clearly and logically;
- Determine alternative courses of action, and anticipate opposing strategies;
- Present and argue cases and handle unanticipated problems smoothly and effectively;
- Proficiently operate computers, software programs;
- Follow verbal and written instructions;
- Work independently and exercise initiative, with general guidance and supervision;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of strict deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with Twin Falls County Prosecuting Attorney policies and procedures;
- Maintain strict confidentiality in all cases and comply with Idaho Rules of Professional Conduct.

MINIMUM 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;
- License to practice law in the State of Idaho, and;
- Three (3) or more years of relevant experience; and
- Eligibility for membership in the Idaho Prosecuting Attorney’s Association.

Employer

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

<http://www.twinfallscounty.org>