



Twin Falls County Staff Attorney-Judge Hancock

SALARY	\$40.01 Hourly	LOCATION	Twin Falls County, ID
JOB TYPE	Full-time	JOB NUMBER	202600076
DEPARTMENT	District Court	OPENING DATE	09/15/2026
CLOSING DATE	Continuous		

Position Information

Apply ONLINE at www.twinfallscounty.org

***Position starts August 2027.**

Benefits: This position is eligible for a benefits package, including medical, dental, vision, life, and short-term disability insurance, PERSI retirement, paid holidays, plus paid vacation, sick, and personal leave days. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week on the job.

The Honorable R. Willilam Hancock, District Judge of the 5th Judicial District, Twin Falls County, Idaho, seeks a judicial law clerk to begin sometime in August 2027, for a 12-month term, which may be extended if both the judge and the clerk agree. The position will remain open until filled, but priority will be given to applications received by September 25, 2026.

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

Qualified candidates are invited to submit:

1. Letter of interest
2. Detailed resume including education and previous employment
3. Law school transcript (official or unofficial)
4. A recent writing sample that has not been edited by others (no more than 15 pages preferred)
5. Three (3) references
6. Letter(s) of recommendation are helpful but not required. All applicants must complete the online application available at www.twinfallscounty.org. Application packages submitted electronically must be in pdf format and either attached to the online application or emailed to hr@tfco.org. Application packages may also be received in a hard copy mailed to the attention of: Human Resources, P.O. Box 126, Twin Falls, ID 83303-0126.

Applications will be considered on a rolling basis and will be screened for completeness and qualifications. Only some of the most qualified applicants will be contacted and selected for a personal interview. Incomplete applications will not be considered.

Job Description

CLASSIFICATION SUMMARY

Law clerks work with the judge on civil and criminal cases filed in the District Court for Twin Falls County, Idaho. Law clerks conduct research, draft opinions, orders, judgments, and memoranda; assist in courtroom proceedings; and work on any other projects assigned by the judge. A successful candidate must be able to communicate effectively, both orally and in writing, possess good judgment and discretion; be dependable, responsible and maintain confidentiality; be a proactive self-starter and demonstrate initiative in problem solving; be able to work quickly and harmoniously with others in a team-based environment; and present a poised, professional appearance and demeanor at all times. This position requires superb writing skills, along with organizational, people and time management skills. A successful candidate must be able to juggle many changing priorities and demands at the same time. Westlaw legal research proficiency and word processing ability are essential.

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;
- Law review, moot court or comparable legal employment experience is beneficial;
- 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>