



GEM COUNTY PROSECUTING ATTORNEY'S OFFICE

DEPUTY PROSECUTING ATTORNEY

JOB TITLE:	Deputy Prosecuting Attorney	DATE:
DEPARTMENT:	Prosecuting Attorney	
REPORTS TO:	Prosecuting Attorney	
SALARY:	DOE (FLSA DESIGNATION: EXEMPT)	
BENEFITS:	Medical/Dental/Vision/Life Insurance paid for employee, PERSI Retirement, Sick Leave, Vacation after 1 year, Holiday Pay and Funeral Leave	

SUMMARY

The Gem County Prosecuting Attorney's Office seeks a qualified attorney to join our team as a Deputy Prosecuting Attorney. The Deputy Prosecuting Attorney assists the elected Prosecuting Attorney in performing all statutory and constitutional functions of the office. This is a unique position offering an opportunity to practice in criminal prosecution and civil representation at the county level, depending on the background of the hired candidate and the needs of the office. The Deputy Prosecutor represents Gem County and its elected officials in state and federal courts and serves as legal advisor to county leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES

CRIMINAL PROSECUTION RESPONSIBILITIES

- Represent the State of Idaho in criminal, quasi-criminal, and juvenile matters in Magistrate and District Court, including out of county special prosecutor cases or by contract.
- Review incoming police reports, determine charging decisions, and prepare complaints.
- Draft motions, briefs, orders, memoranda, and other legal documents.
- Prepare witnesses, develop trial strategy, and conduct jury or bench trials.
- Present evidence and argument at arraignments, preliminary hearings, motion hearings, trials, juvenile proceedings, mental commitment hearings, and grand jury.
- Negotiate case resolutions consistent with facts, law, and office policy.
- Conduct legal research to remain current on developments in criminal law.
- Provide training and legal guidance to law enforcement regarding arrests, searches, seizures, and investigative procedures.
- Participate in on-call rotation to assist law enforcement with warrants and legal questions.

CIVIL REPRESENTATION RESPONSIBILITIES

- Provide legal advice to the Board of County Commissioners, elected officials, and department administrators.
- Draft ordinances, resolutions, contracts, legal opinions, and attorney-client memoranda.
- Represent the County in civil litigation, including forfeitures, conservatorships/guardianships, mental commitments and public administrator matters.
- Identify and address risk exposures, liability issues, claims, and internal controls.

- Assist county departments with operational legal questions and long-term planning.
- Initiate or respond to civil actions on behalf of the County when appropriate.

GENERAL DUTIES

- Perform all duties of a Prosecuting Attorney pursuant to Idaho Code.
- Conduct legal research and maintain knowledge of relevant case law and legislation.
- Maintain confidentiality and comply with the Idaho Rules of Professional Conduct.
- Establish and maintain effective working relationships with county officials, law enforcement, the judiciary, and the public.
- Supervise or mentor staff when assigned.
- Assist other counties as Special Prosecutor when directed.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of criminal and civil law, Idaho court systems, rules of procedure, and rules of evidence.
- Ability to analyze legal issues, interpret laws, evaluate cases, and apply legal principles to specific facts.
- Strong legal research, writing, and oral advocacy skills.
- Ability to manage a heavy caseload under strict timeframes.
- Ability to work independently and collaboratively.
- Effective communication and interpersonal skills.
- Ability to operate case-management systems and general computer applications.
- Other duties as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING

- Juris Doctorate from an accredited law school;
- Licensed and in good standing to practice law in all State and Federal courts in Idaho.

SPECIAL QUALIFICATIONS

- Must successfully complete a background investigation through the National Crime Information Center (NCIC).

TYPICAL PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle or feel; reach with hands and arms; talk and hear;
- Sufficient clarity of speech and writing which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials, file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity which permits the employee to operate personal computer and other office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes which permits the employee to work at a keyboard for an extended period of time; to reach, stoop, bend, and stretch in filing materials, lift up to 25 pounds, and work in an office and courtroom environment.

APPLICATION PROCESS

- Applications are available on the Gem County website at: [http://www.gemcounty.org/files/human-resources/publications/Employment Application-Form.pdf](http://www.gemcounty.org/files/human-resources/publications/Employment%20Application-Form.pdf).
- Applications along with a resume should be submitted directly to the Gem County Prosecutor's Office at

PO Box 671, Emmett, Idaho 83617, in person or by email to prosecutor@co.gem.id.us.

EOE STATEMENT

Gem County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, or disability.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.