Legal Assistant – Criminal

The Latah County Prosecutor's Office has an opening for a full-time Legal Assistant-Criminal. Legal experience preferred. Salary range begins at $49,899 per year DOE and qualifications plus county benefits. Contact the Latah County Prosecutor's Office at 208-883-2246 or pa@latahcountyid.gov for application information. Position is open until **November 23, 2026.**

LATAH COUNTY
JOB DESCRIPTION

JOB TITLE: Legal Assistant - Criminal

DATE LAST REVISED: March 31, 2023

DEPARTMENT: Prosecutor's Office

REPORTS TO: Prosecuting Attorney/Sr. Legal Assistant / Office Manager/ assigned Deputy Prosecutor

JOB SUMMARY

Provides comprehensive, professional legal assistant services in civil and criminal proceedings. Duties require regular communication with legal staff, law enforcement, victims and witnesses, and other agencies. Interacts with crime victims in a consultative role.

DUTIES AND RESPONSIBILITIES

Essential

- Responsible for electronic filing and electronic and physical file maintenance, including all pleadings and other court and internal documents.
- Responsible for receipt, organizing and processing law enforcement reports, evidence, media, and other investigative case file materials – responsible to ensure all materials are properly reviewed, protected personal identifying information redacted, and processed for discovery with appropriate tracking documentation. This requires a high degree of accuracy with limited oversight.
- Ensure that in-house data and case management systems are always up to date, accurate and match court database. This requires a high degree of accuracy with limited oversight.
- Drafts/develops and finalizes legal documents for attorney review (e.g., felony, misdemeanor, juvenile, child protective, hospitalization, civil, infractions), before they are filed with the court or forwarded to clients/counsel.
- Provides support for assigned deputy/prosecuting attorney by transcription and development of correspondence, memoranda, file notes, etc.
- Initiates follow-up telephone calls as needed or appropriate. Handles external inquiries or directs those inquiries on a variety of issues, including those of a complex nature, for purposes of coordinating, resolving, or otherwise addressing issues regarding Prosecuting Attorney Office activities. This includes contacts within the office as well as substantial communications with members of the public, law enforcement agencies, court personnel and others.
- For purposes of in-office and outside communication and interaction, conducts research on inquiries or issues to identify and understand how they relate to each other to enable appropriate resolutions. This involves the development of new ideas and concepts to meet office goals and solutions.
- Review and analyze priorities and timelines within applicable statutes and court rules to assist the proper deputy/prosecutor in managing caseloads and services.
- Maintains calendar for assigned deputy/prosecuting attorney including scheduling court appearances, meetings, etc.

- Performs administrative assistant duties (e.g., scheduling appointments with victims, witnesses, police officers, attorneys, government officials, etc.; receiving visitors; providing information; receiving complaints and answering questions; etc.).
- Schedules meetings and arranges logistics with all levels of public, government and private parties.
- Makes travel and lodging arrangements for deputy/prosecuting attorney.
- Implements and maintains attorney and individual reminders to ensure daily work schedule is met.
- Maintains confidentiality and ensures complete compliance with office confidentiality policies.
- Ensures compliance with mandated ILETS/NCIC information security requirements to avoid exposure to administrative or criminal liability, including participating in ongoing training and testing.

Victim Services

- Contacts victims to inform them of their rights as well as how to take advantage of those rights.
- Meets with victims of all ages to prepare them for court hearings.
- Attends meetings with deputy/prosecuting attorney and victim.
- Attends court hearings with victim as requested.
- Assists victims in completing applications for Crime Victims Compensation and in completing victim's rights form.
- Refers victims to outside agencies for additional assistance.
- Exchanges information with other counties to offer victims more information.
- Works with victims to compile restitution information.
- Makes travel and lodging arrangements for out of town victims and witnesses.
- Provides support for Victim/Witness Coordinator in person, on phone and by written communication (e.g., preparation of victim notifications, updating victim as required by law and exchanges information with other counties to offer victims more information).

As Assigned

- Assists in the preparation of the annual fiscal budget for the Prosecutor's Office.
- Maintains and monitors, under the supervision of the Prosecuting Attorney, the annual fiscal budget for the Prosecutor's Office (e.g., monitors accounts payable & budget balances, organizes receipts, etc.).
- Prepares vouchers for BOCC approval, including appropriate supporting documentation.
- Prepares purchase orders for BOCC approval.
- Implements and maintains inventory for Prosecutor's Office in accordance with county guidelines.
- Assists in the development and implementation of office procedures and management systems.
- Implements and maintains a tracking system for court ordered restitution payments to victims (e.g., individual accounting in each case, payment reminders, disbursement reminders, etc.).

- Initiates legal documents for deputy/prosecutor signature for the transfer of funds from court trust account to the victim.
- Disburses court trust checks to victims.
- Communicates with probation officers or other appropriate parties.
- Maintains and troubleshoots Latah County Prosecutor's Office database program.
- Opens and determines course of action for mail (including e-mail) received in the Latah County Prosecutor's Office.

Additional

- Performs notary public duties for office and general public.
- Identifies need and orders necessary office and computer supplies to ensure office runs efficiently.
- May be asked to provide administrative assistance to county task forces (e.g., Child Abuse Task Force).
- May represent the Latah County Prosecutor's Office on county and/or courthouse committees.
- Serves as backup to other legal assistants (e.g., large trial, employee absence) and the Sr. Legal Assistant/Office Manager.
- Supports and implements Latah County recycling process.
- Performs other duties as assigned or needed.
- Continues legal and/or technological education.

QUALIFICATIONS

- High school degree or equivalent plus one year additional training in word processing or related area.
- One to two years prior experience in similar position or related field (legal preferred).
- Typing at 60 words per minute.
- Computer and word processing skills.
- Ability to prioritize multiple tasks.
- Ability to work with minimum supervision.
- Exceptional public relations skills.
- Exceptional written and verbal communication skills.
- Ability to perform essential duties with or without reasonable accommodation, efficiently and accurately and without posing a direct safety or health threat to others or self.

TYPICAL PHYSICAL REQUIREMENTS

- Sitting with intermittent moving in an office environment, lifting of office supplies (e.g., binders, etc.), talking and hearing (in person and by telephone), memorizing and seeing (e.g., documents, etc.).
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, 10-key, etc.)
- Lifting (occasionally up to 50 pounds), climbing, stooping, reaching, and walking.
- Repetitive motion (typing) required at least 50% of workday.

LATAH COUNTY PROSECUTING ATTORNEY
APPLICATION FOR EMPLOYMENT

522 S. Adams St., Room 211 ♦ Moscow, ID 83843
phone: (208) 883-2246 ♦ fax: (208) 883-2290 ♦ email: pa@latahcountyid.gov
Latah County is an EOE and ADA employer

PERSONAL INFORMATION

Name (first, middle, last)	Social Security Number	Position applied for
Street Address:	Telephone	Email Address:
City, State, Zip	Date of birth	Date you can start

Are you eligible for employment in the USA? (verification will be required) ☐ Yes ☐ No

Are you a veteran of military service? (information sought only for compliance with EOE regulations) ☐ Yes ☐ No

Are you seeking a Veteran's preference? ☐ Yes ☐ No If yes, have you previously exercised a Veteran's Preference? ☐ Yes ☐ No
If yes, when and where?

Are you or have you previously been employed by Latah County, the City of Moscow, or the State of Idaho? ☐ Yes ☐ No
If yes, by whom, in what capacity, and when?

Are you related to anyone who is or has been employed by Latah County, the City of Moscow, or the State of Idaho? ☐ Yes ☐ No
If yes, who is your relative, what is the relationship, where and when is or was the employment?

How long have you lived at your current residence?

If you have lived at the current residence for less than five years, please list all other places of residence (city, state) within the last five years and years of residence (attach additional sheets if necessary)

Have you ever been arrested for, charged with, or convicted of any misdemeanor or felony offense? ☐ Yes ☐ No
If yes, please describe when, where, the circumstances, and the outcome (attach additional sheets if necessary)

Please list groups, organizations, activities, hobbies that you are involved in

PERSONAL REFERENCES

List 3 people who are not relatives or former employers who know you well enough to render an informed opinion about your character and suitability for this job

Name	Occupation	Address	Phone	Nature/length of relationship

EDUCATION

High School	Location	Graduated ☐Yes ☐No	Honors, activities, accomplishments	
College(s)	Location	Years attended	Major / Degree GPA	Honors, activities, accomplishments

EMPLOYMENT HISTORY

List current and past employers, beginning with the most recent

1	Company Name/Address/Phone	Start Date: End Date:	Wage	Duties
		Position Supervisor	Reason for leaving	
2	Company Name/Address/Phone	Start Date: End Date:	Wage	Duties
		Position Supervisor	Reason for leaving	
3	Company Name/Address/Phone	Start Date: End Date:	Wage	Duties
		Position Supervisor	Reason for leaving	
4	Company Name/Address/Phone	Start Date: End Date:	Wage	Duties
		Position Supervisor	Reason for leaving	
5	Company Name/Address/Phone	Start Date: End Date:	Wage	Duties
		Position Supervisor	Reason for leaving	
6	Company Name/Address/Phone	Start Date: End Date:	Wage	Duties
		Position Supervisor	Reason for leaving	

Is there a particular employer you do NOT wish us to contact? If so, please indicate which one(s): ☐1 ☐2 ☐3 ☐4 ☐5 ☐6

OTHER INFORMATION

List any other skills, experience, or qualifications which may be of special benefit for this job

Briefly summarize why you want this position

ATTACHMENTS

(required) ☐ Resume ☐ 2-3 letters of reference *For attorney/intern applicants only*: ☐ short representative writing sample

PLEASE READ AND SIGN BELOW

STATE OF _____)
)ss.
County of _____)

I, _____ (print name), being first duly sworn and on oath, certify that the facts set forth in this application for employment are true and complete. I understand that, if I am employed, any false statement on this application may result in my dismissal. I further understand that this application is not a contract of employment and it does not obligate Latah County in any way.

I hereby authorize the above-listed employers, references, and other persons contacted by the Latah County Prosecutor's Office to provide any and all information concerning me, my work record, reputation, medical record(s), military service records, financial status, and **criminal history information**. Information of a confidential and/or privileged nature may be included. I understand that any reply will be used by the Latah County Prosecutor's Office to determine my qualifications and fitness for the position I am seeking. I understand my rights of privacy and privilege, and I waive those rights. I also hereby release any organizations or individuals from any liability or damages which may occur as a result of their reliance upon this release.

_____ _____
Date Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20_____.

_____
Notary Public for the state of Idaho
Commission expires _____