

BANNOCK COUNTY
CLASS SPECIFICATION

JUDICIAL STAFF ATTORNEY

Department: District Court
FLSA Designation: Exempt

Pay Grade: 12
Effective Date: 10/04, 08/09

Purpose of Class

Assists a District Court judge in research, case preparation and documentation; performs related work as required.

Primary Function

The principal function of an employee in this class is to perform professional legal and research duties involving case preparation and documentation to assist a District Court judge. The work is performed under the general supervision of a District Court judge, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment.

Essential Duties and Responsibilities (will vary by assignment)

- Conducts research, drafts, edits, and revises legal memoranda, decisions, orders, and judgment documents;
- Attends court hearings, takes notes and discusses notes with judge;
- Reviews and summarizes case files for the judge before court hearings or before decisions are rendered;
- Conducts research of legal precedents, federal laws, state statutes, and County ordinances and prepares summaries for the judge;
- Corresponds with public agencies and attorneys relative to legal matters and judicial questions;
- Supervises and makes assignments for paralegals and law students serving internships;
- Provides various court services including clerking and probation checks as required;
- Maintains the judge's and County's law library;
- Distributes updates and associated changes for the Idaho Code, Idaho Supreme Court Rules, and Session Laws to designated departments in the County;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Applicable County, city, state, and federal laws, statutes, ordinances, and codes;
- County ordinances and codes;
- Legal research methods;
- Established precedents and sources of legal references applicable to County ordinances and codes;
- Operation of standard office equipment including a personal computer and job-related software applications;
- Exceptional English grammar, spelling, punctuation, and composition.

Ability to:

- Conduct research as required to assist the Court in preparing opinions and verifying points of law;
- Communicate effectively, both orally and in writing, for purposes of assisting the Court on behalf of the County;
- Analyze, appraise, and organize facts and precedents and to present such material in a clear and logical form;
- Establish and maintain effective working relationships with other County employees, staff, attorneys, law enforcement personnel, victims, witnesses, supervisory personnel, state and local elected and appointed officials, and the public;
- Maintain a professional demeanor during stressful situations;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set case priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate Degree is required;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person, on a telephone, and in a courtroom environment;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to assist in the preparation, monitoring, and litigation of all criminal and civil cases;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lift up to 20 pounds, and perform in a courtroom environment.