



VALLEY COUNTY JOB DESCRIPTION

Chief Deputy Prosecuting Attorney

Department: Prosecutor

Reports to: Prosecuting Attorney

Pay Grade: 16

Date Established: 1/2017

Date Revised:

FLSA Status: Exempt

SUMMARY

Reviews cases referred to the Office of the County Prosecutor by law enforcement agencies, determines if and what criminal charges will be filed, and handles all phases of Prosecution both in and out of Court. Represents the County in civil litigation matters, reviews contracts, and advises the Board of County Commissioners in various legal matters. Acts on behalf of the Prosecuting Attorney in his or her absence. Wide latitude is given for independent judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews police reports, determines appropriate charges, prepares and swears out criminal complaints;
- Researches and analyzes applicable statutes and case law as it applies to criminal cases and civil matters and maintains a good working knowledge of Idaho Statutes and case law;
- Advises law enforcement agencies regarding investigation and preparation of cases as well as providing general legal education/training to such agencies as necessary;
- Obtains search warrants and assists law enforcement in preparation;
- Responds to and files various pre and post-trial motions and represents the State in such proceedings;
- Initiates and prosecutes probation violation proceedings, revocation of bond motions, and contempt petitions, as well as various post-conviction proceedings in criminal cases;
- Maintains a positive, professional, and courteous attitude with others;
- Initiates and prosecutes juvenile cases, child protection cases, and mental health commitments;
- Reviews, interprets, and applies law, court decisions, and other legal authorities to prepare cases and legal documents;
- Occasionally engages in on-site viewing of crime scenes;
- Works with the Victim/Witness Coordinator to explain court proceedings to victims, prepare victims and witnesses for any in-court proceedings, and in seeking restitution in criminal matters;
- Reviews documents prepared by legal staff to ensure local rules, proper legal principles, and court procedures are followed;
- Drafts legal documents;
- Responds to requests from County agencies, researches legal issues, and provides appropriate counsel;

- Maintains communication and effective working relationships with law enforcement personnel, court personnel, attorneys, witnesses, and the public;
- Regular on-call duties, including twenty-four hour availability to respond to emergencies;
- Operates standard office equipment including job-related software applications;
- Performs time management and scheduling functions, meets deadlines, and sets priorities;
- Responds to job-related emails, questions, and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- Maintains strict confidentiality in all cases;
- Performs all duties of the Prosecuting Attorney in his/her absence;
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Graduate of an accredited Law School with a Juris Doctorate degree;
- Licensed to practice law in the State of Idaho as a member of the Idaho State Bar;
- Three to Four years legal experience, preferably working in a prosecutor's office;
- Good working knowledge of constitutional law, criminal law, criminal procedures, rules of evidence, and prosecutorial ethics;
- Good working knowledge of civil and municipal law;
- Knowledge of local judicial procedures, terminology, methods, documents, and practices;
- Effective researching skills;
- Strong negotiation skills;
- Intermediate computer skills;
- Ability to manage and supervise staff;
- Ability to analyze, appraise, and organize facts, evidence, and precedent;
- Ability to appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury;
- Strong documentation skills;
- Ability to work independently and exercise initiative, with general guidance and supervision;
- Ability to work cooperatively and collaborate as part of a team, exercise good judgment, and communicate effectively and persuasively both verbally and in writing;
- Ability to maintain a calm, professional demeanor even under duress;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to demonstrate honesty and integrity at all times.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials and reach with hands and arms. The

employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this position, the employee works in an office setting where the noise level is usually moderate.