

Bonner County Job Description



Title: Deputy Prosecuting Attorney

Department: Prosecuting Attorney's Office

Supervisor: Elected Prosecutor

Supervision Exercised: Level 4 Attorneys and Above

Job Description Revision: 7/2020

BOCC Approval: September 1, 2020

Posting Title	Deputy Prosecuting Attorney
General Summary	<p>Represents the State of Idaho as a trial attorney in the prosecution of criminal, quasi-criminal, and civil actions in Juvenile, Magistrate, and District Court proceedings and assists the Elected Prosecuting Attorney in performing all of the statutory and constitutional functions of the Prosecuting Attorney's Office.</p> <p>This job classification includes five levels, which attorneys may be assigned to depending on organizational needs, professional legal experience, individual skill and expertise, individual proficiency, and complexity of the assigned caseload. Positions in these classes may be filled externally or by advancement internally. Progression from one level to the next is at the discretion of the Elected Prosecuting Attorney, provided minimum qualifications are met.</p>
Attorney Classification Levels	<p>Level 1: Law clerks and entry level legal professionals, such as interns prior to passing the Idaho Bar. Employees at this level generally work under <i>immediate</i> supervision.</p> <p>Level 2: Attorneys handling primarily misdemeanor or juvenile matters, indigent adult clients, child protection, and competency matters. Must have at least 1-2 years of experience in a similar position. Employees at this level generally work under <i>general</i> supervision.</p> <p>Level 3: Attorneys handling low to mid-level complexity felony cases and/or civil matters and serve as a back up to Level 4 Attorneys. Must have at least 3-4 years of experience in a similar position. Employees at this level generally work under <i>general to limited</i> supervision.</p> <p>Level 4: Attorneys handling high-level complexity felony cases and/or civil matters. Must have at least 5 years of experience in a similar position, especially trial and litigation experience. Employees at this level generally work under <i>limited</i> supervision. Level 4 Attorneys supervise Level 1-3 Attorneys.</p> <p>Level 5: Chief Deputy appointed by the Elected Prosecuting Attorney. Handles highly complex civil or criminal legal matters. Must have at least 3 years of experience in a similar or related position. Under <i>limited</i> supervision, the Chief Deputy supervises Attorneys at all levels and other department staff.</p>

Essential Functions (Illustrative Only)	<p>The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> 1. Performs all duties of a Prosecuting Attorney pursuant to Idaho Code, managing assigned cases from intake through disposition. 2. Reviews incoming law enforcement reports to determine which charges, if any, will be filed against whom. 3. Researches case-specific legal issues and prepares correspondence, witness lists, criminal complaints, motions, orders, notices, warrants, summons, failures to appear and other miscellaneous pleadings and legal documents as required. 4. Negotiates potential case resolutions with defense counsel/defendants as appropriate, in accordance with facts, law, and policy. 5. Prepares legal strategies, questions, jury selection, jury instruction, and opening and closing statements. 6. Performs trial preparation, including witness preparation and interviews as needed in preparation for trial appearances. 7. Presents evidence and argument at arraignments, preliminary hearings, hearings on motions, trials, juvenile proceedings, mental commitment proceedings, and Grand Jury proceedings. 8. Screens and requests additional information required for the successful prosecution of each case. 9. Assists law enforcement in obtaining search/arrest warrants. 10. Serves as on-call prosecutor during weekdays, evenings, weekends and holidays on a rotating basis as designed by the schedule. 11. Answers inquiries from the public, law enforcement, other attorneys, the Court and any and all other sources as required. 12. Attends meetings and training. Schedules and participates in telephone, video, and personal appointments with victims, witnesses, law enforcement and others as needed. 13. Maintains confidentiality and complies with the Idaho Rules of Professional Conduct. 14. Conducts legal research to stay abreast of court decisions and legislation affecting the practice of law. 15. Reviews all work performed by secretarial staff. 16. Supervisory: Level 4 Attorneys supervise lower level Attorneys, including but not limited to: Directing work assignments, managing performance, and coaching and mentoring.
Secondary Functions	<ol style="list-style-type: none"> 1. Performs any other court proceedings or miscellaneous tasks as directed by the Prosecutor, including back-up support for all other divisions. 2. Performs all other duties as assigned.

Specifications <i>(In addition to specifications outlined by Attorney Level above)</i>	<ol style="list-style-type: none"> 1. Sufficient combination of knowledge, skills, and abilities so as to competently perform the essential functions of the job. Requires Juris Doctorate degree from an accredited university. 2. Must be certified by and in good standing with the Idaho State Bar and maintain the necessary continuing education to maintain certification and qualifications. 3. Knowledge of and ability to implement strong public relations and communications skills as needed in working with members of the public. 4. Ability to conduct legal research, analysis, and writing. 5. Familiar with the rules of law and evidence as they relate to the prosecution of criminal cases. 6. Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence. 7. Ability to work effectively with minimal supervision, under pressure, within time constraints. 8. Ability to handle and professionally communicate confidential and sensitive information. 9. Ability to communicate effectively, both orally and in writing. 10. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization. 11. Computer proficiency, including the ability to operate case management tracking systems.
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Working Conditions	Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); walking, and repetitive motions. Requires good general vision.
Disclaimer	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

Please Print Name: _____