

**Idaho Judicial Branch
Position Description**

Position Title:	Deputy Legal Counsel
Effective Date:	June 2013
Salary Range/Grade:	\$73,200 - \$91,500/Grade 18
FLSA Status:	Exempt - Professional
Job Category:	Professional

General Position Summary:

The Deputy Legal Counsel performs highly responsible legal work for the Idaho Judiciary. This position works independently under the general direction of Legal Counsel.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which incumbent in this position may be required to perform.)

- Drafts statutes and rules of procedure and practices in the areas of family law, domestic violence, child protection, juvenile justice and guardianship and conservatorship;
- Assists in the development of civil rules of procedure;
- Conducts or coordinates legal research at the request of the Administrative Conference, judges, the Administrative Director of the Courts, and other Administrative Office of the Courts (AOC) staff;
- Develops and maintains bench guides, handbooks, and training material in coordination with the Judicial Education Committee;
- Assists in the planning and administration of district law clerk training;
- Negotiates, reviews, and develops legal contracts;
- Serves as reporter to certain court committees including the Tribal Forum;
- Assists with policy development and analysis for the state court system;
- Provides legal advice, research, and analysis on legal issues involving court administration;
- Makes presentations at judicial and non-judicial education programs;
- Assists the Staff Attorney with motion practice and petitions for review and Legal Counsel with special projects;
- Leads and/or serves on policy or special project task forces and committees;
- Assists with drafting, review, and analysis of legislative bills;
- Conducts Rule 47 conditional denial reviews;
- Supervises and coordinates the work of legal interns.

Minimum Qualifications:

Education and Experience:

- Possession of a Juris Doctor degree from an accredited law school;
- Minimum of five years of legal experience after law school; preference may be given to applicants with demonstrated expertise in the areas of family law, domestic violence, child protection, juvenile justice, and guardianship and conservatorship as well as litigation experience;
- Active member of the Idaho State Bar; applicants who are not currently a member of the Idaho State Bar, or are inactive, must become an active member.

Knowledge, Skills and Abilities:

- Knowledge of legal principles and their application;
- Knowledge of judicial systems, including court processes, jurisdiction, administration, rules and procedures;
- Knowledge of the Idaho judicial system preferred;
- Knowledge of state and local governmental/legislative/political systems and processes;

- Knowledge of state statutes and ability to interpret and apply them to administrative procedures and/or problems;
- Knowledge of and familiarity with computer-assisted legal research;
- Ability to express ideas and communicate suggestions and recommendations clearly and concisely verbally and in writing;
- Ability to establish effective cooperative working relationships with judges, members of the legal community, the legislature, court staff, state agencies, and others;
- Ability to analyze complex issues and data and develop feasible solutions;
- Ability to work independently with very little direction and prioritize and manage time well;
- Ability to organize work in order to meet deadlines of multiple projects and achieve desired work results;
- Ability to understand, interpret, and apply laws, rules, policies, and regulations as pertaining to court operations.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities in this position.

If interested in being considered for this position, please complete the attached application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resource Office, P. O. Box 83720, Boise, ID 83720-0101. Application packets must be received by **Thursday, July 11, 2013 by 5:00 p.m., MDT.**

The State of Idaho is an equal opportunity employer. Disabled applicants: If you have a mental or physical impairment, which limits one of your major life activities (e.g. walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for applying or interviewing, it is your responsibility to notify Human Resources at least 3 working days before application closing date or the interview date.

APPLICATION FOR EMPLOYMENT WITH THE IDAHO JUDICIARY

Thank you for your interest in a career with the Idaho Judiciary. The information you provide in this application will be used, among other things, to assess your qualifications and suitability for the position for which you have applied. If you have any questions, please contact Human Resources at hr@idcourts.net.

PERSONAL (requested for verification and contact purposes)

1. Your Name (Please print or type)					
Last	First	Middle			
2. Please list address at which you can be contacted.					
Number	Street	Apt #	City	State	Zip Code
3. Please list the local telephone number(s) at which you can be contacted.			Daytime	Evening	

EDUCATION

4.	Name and location of school (city and state)	Dates Attended	Type of Degree (if applicable) or Courses
Secondary			
College			
College			
Other (Professional Certificates)			

EXPERIENCE AND EMPLOYMENT

5. Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purposes of this application, volunteer work should be included as employment.) For identification and verification, please indicate the nature of the activity; i.e. full-time, part-time, or voluntary. If you have had intervening periods where you were not employed, please list those periods in the spaces provided. If you need more space for positions or gaps, please attach additional sheets with the information.			
From	To	Name of Employer	Type of Business

Exact title of position	Address of employer (inc. Zip Code)		
Your duties are:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Current Salary		Starting Salary	
Reason for leaving/desiring to leave (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

From	To	Name of Employer	Type of Business
Exact title of position		Address of employer (inc. Zip Code)	
Your duties were:			Number Supervised
Name and title of your supervisor		Phone (Include Area Code) -	
		Email address -	
Ending Salary		Starting Salary	
Reason for leaving (be specific- "personal" will not be accepted)			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please explain any gaps:

<p>6. Has any employer ever investigated you or your work performance as a result of a complaint from a co-worker, supervisor, subordinate or member of the public? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," give the complete details of each incident on a separate page: Date: _____ Nature of complaint: _____ Date: _____ Nature of complaint: _____ Were any of the complaints sustained? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>7. Have you received any discipline in the work place? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please provide a detailed explanation.</p>

LEGAL

<p>8. Have you ever been convicted of any crime? <input type="checkbox"/> Yes <input type="checkbox"/> No **Please include any situation where the sentence was imposed, suspended, deferred, or withheld, and regardless of whether the plea or conviction was withdrawn, dismissed, or expunged. If "yes", please give the following information:</p> <table border="1"> <thead> <tr> <th>Approx. Date</th> <th>Police Agency</th> <th>Circumstances</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Approx. Date	Police Agency	Circumstances						
Approx. Date	Police Agency	Circumstances							
<p>9. Have you ever been the subject of a civil restraining order, protection order, or a contact order? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please explain.</p>									

CERTIFICATION

<p><i>I hereby certify that all statements made in this application are true and complete, and I understand that any misstatements of material facts, deliberate inaccuracies, omissions or incomplete statements will subject me to disqualification or termination of employment if discovered after I become employed.</i></p>	
Signature	Date