



## JOB ANNOUNCEMENT

Human Resources  
203 Main Ave. E.  
P.O. Box 1907  
Twin Falls, ID 83303

**Opening Date:** March 24, 2025  
**Closing Date:** Open until filled  
**Effective:** Upon selection  
**Position:** Deputy Prosecuting Attorney  
**Position Type:** Full Time, Exempt

**Biweekly Pay Range:** \$3,202 - \$3,842 Biweekly  
**Annual Salary:** \$83,252 - \$99,892 Annually  
**Pay Frequency:** Bi-Weekly  
**Department:** Legal Services  
**Grade:** 14

### Description:

The Legal Services department provides comprehensive legal support to various city departments. Multifaceted services encompass a wide array of legal matters, including contract review, real estate transactions, land use planning, civil litigation, and risk assessment.

Deputy City Prosecutors diligently handle misdemeanor and infraction offenses occurring within the boundaries of Twin Falls City. Moreover, legal expertise is extended to enhance the operations of the Twin Falls Police Department through specialized training and advisory services.

Our department mission lies in the commitment to empower, guide, and safeguard the City of Twin Falls and its community. As stewards of legal integrity, Legal Services represent the city's interests in legal proceedings and fulfill additional duties as mandated by ordinances and resolutions. Positions in this class perform duties within a general scope of responsibilities, advise higher management on functional needs and assist in the development of policies and procedures. The principal duties of the position are performed in a general office environment.

- Assists the City Attorney and other attorneys in a variety of legal matters such as civil litigation and legal research and preparing legal documents.
- Review police reports, evidence, and case files to determine appropriate charges and legal strategies.
- Negotiate plea deals and collaborate with defense attorneys to resolve cases efficiently and justly.
- Provide legal advice and guidance to law enforcement officers and city officials on legal matters related to misdemeanor offenses.
- Prepare legal documents, including motions, briefs, and trial briefs.
- Represent the city in court hearings, trials, and appeals as necessary.
- Maintain case records in and ensure compliance with legal procedures and deadlines.
- Communicates with pro se defendants, defense counsel, witnesses, victims, and victim witness coordinators in a timely manner.
- Researches and drafts training materials for law enforcement and general employees.
- Presents training materials to police personnel and general City employees. Provides advice to police officers, department managers, and City leaders.

## **Qualifications:**

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A Juris Doctorate degree from an accredited law school; licensed with the Idaho State Bar; or eligible to become licensed within six-months; or eligible for limited license under IBRC 226. A minimum of one year of courtroom experience in either a criminal or civil context is preferred.

Recent law school graduates are invited to apply for the position. This role offers an excellent opportunity for those looking to start their legal careers, providing hands-on experience in criminal prosecution, legal research, and courtroom proceedings. If you are passionate about justice and eager to contribute to your community, we encourage you to apply and begin your journey with us.

## **Benefits:**

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The City of Twin Falls offers a comprehensive benefits package, including the Public Employee Retirement System of Idaho (PERSI), vacation and sick leave accrued bi-weekly, 12 paid holidays, paid long-term disability and life insurance, tuition reimbursement, a wellness program, medical and dental insurance, and much more.

## **Our Culture:**

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The City of Twin Falls, governed by a Council-Manager system with seven elected council members and a City Manager, emphasizes political stability, financial strength, continuous improvement, and innovative problem-solving. The organizational values prioritize citizens as customers, employees as integral team members, service with integrity, and a collaborative approach to decision-making. The City empowers its employees, encourages appropriate risks for excellence, values teamwork, emphasizes ongoing communication, and believes in consensus for effective decision-making.

## **Application Procedure:**

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Apply immediately. Interested individuals should submit an online application along with a resume detailing your qualifications and experience on our website at <https://www.tfid.org/Jobs.aspx>

Final applicants must be able to successfully pass relevant background investigations which will include; reference checks, education verification and a criminal history check.

For more information, please visit our website at [www.tfid.org](http://www.tfid.org) or contact Human Resources at (208) 735-7331 or email [hr@tfid.org](mailto:hr@tfid.org)

