

**DISTRICT COURT  
THIRD JUDICIAL DISTRICT  
STATE OF IDAHO**



**BENITA MILLER  
ACTING TRIAL COURT  
ADMINISTRATOR  
FOR  
ADAMS, CANYON, GEM,  
OWYHEE,  
PAYETTE, AND WASHINGTON  
COUNTIES**

**DISTRICT OFFICES  
CANYON COUNTY  
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**MEMORANDUM**

**DATE: September 22, 2023**

**TO: Board of County Commissioners**

**FROM: Hon. Davis F. VanderVelde, Administrative District Judge  
Benita Miller, Acting Trial Court Administrator**

**RE: Requesting Approval to Change the Job Title, Job Description, and  
Salary for PCN 072**

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The Office of the Trial Court Administrator is requesting the Board of County Commissioners to approve the changes to the job title, job description, and salary of one (1) position, PCN 072. This is an existing funded position. The position's current title is Staff Attorney, salary grade 15, min. \$70,720 – max \$97,594 annually. The current salary of the employee who is filling this position is \$78,901.94 annually.

The proposed new job title is Senior Staff Attorney, determined by the Compensation & Benefits Manager to be salary grade 15, min. \$70,720 – max \$97,594 annually, and recommended salary of \$85,000 annually. These changes are intended to reflect, recognize, and provide compensation for the duties and responsibilities already being exercised by the individual currently acting in this position, and which are above and beyond those required by their current job description and salary structure. Examples of the additional duties and responsibilities include, in part, supervising other staff attorneys with similar underlying job descriptions; delegating and/or managing work flow; and establishing and maintaining training protocols, as well as ensuring compliance therewith. Thank you for your time and consideration in this matter.

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Upon the motion of Commissioner \_\_\_\_\_ and the second by Commissioner \_\_\_\_\_ the Board resolves as follows:

To adopt changes to the **job title, job description, and salary of one (1) position** in the **Trial Court Administration Department**.

**One (1), Staff Attorney**, salary grade 15, min. \$70,720 – max. \$97,594 annually, **current salary \$78,901.94 annually**, position control number 040 285 072, FLSA Exempt.

**TO**

**One (1), Senior Staff Attorney**, salary grade 15, min. \$70,720 – max. \$97,594 annually, **new salary \$85,000 annually**, position control number 040 285 072, FLSA Exempt.

Updated Job Description and PCN list are attached.

\_\_\_\_\_ Motion Carried Unanimously  
\_\_\_\_\_ Motion Carried/Split Vote Below  
\_\_\_\_\_ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
_____ Commissioner Leslie Van Beek	_____	_____	_____
_____ Commissioner Brad Holton	_____	_____	_____
_____ Commissioner Zachary Brooks	_____	_____	_____

Attest: CHRISTOPHER W. YAMAMOTO, CLERK

\_\_\_\_\_  
Deputy Clerk

Date: \_\_\_\_\_

O:\Policy\Resolutions\Resolutions Prepared\FY 2023\FY 2023 TCA – SSA Job Title, Job Description, and Salary



# Senior Staff Attorney

**Department:** Trial Court Administration  
**FLSA Designation:** Exempt

**Pay Range:** \$70,720 - \$97,594  
**Effective Date:**

## **General Statement of Duties**

The Senior Staff Attorney assists in various areas including but not limited to: training of new staff attorneys; upkeep of District staff attorney materials; assisting in evaluations of staff attorneys; delegating certain staff attorney job assignments; and facilitating continuing legal education for court staff.

## **Classification Summary**

This is an exempt position under the Canyon County Employment Classification Categories in which the individual serves at the discretion of their hiring judge and also works in cooperation with the Administrative District Judge. In addition to all regular duties undertaken by a staff attorney, the Senior Staff Attorney is responsible for formulation of staff attorney protocols with respect to preparation of cases and district court appeals for senior judges. The Senior Staff Attorney is also responsible for training and supervision of new staff attorneys in conjunction with their appointing judge. Duties include, but are not limited to reviewing staff attorney time sheets for approval; managing delegation of job assignments when staff attorneys are out of the office or a staff attorney position is vacant; and assisting in organization and completion of performance evaluations. This includes ensuring all staff attorneys maintain current knowledge of changing legal standards, and establishing and supporting processes that advance work quality and efficiency. The Senior Staff Attorney also prepares and provides essential materials for newly appointed or elected judges; manages the intern/extern program and supervises any projects assigned; organizes and coordinates continuing legal education for court employees, including judges and staff attorneys. The Senior Staff Attorney also performs a variety of technical duties related to legal research required to expedite court cases heard by a district judge.

## **Examples of Work (Illustrative Only)**

### **Essential Duties and Responsibilities:**

- Develops and implements policies and protocols and coordinates training that will enhance synergy between staff attorneys and senior judges;
- Develops training programs to support needs of individual staff attorneys;
- Improves staff attorney and judicial efficiency and understanding through development of legal presentations addressing complex, novel, or trending issues;
- Coordinates work assignments between various departments as needed for the ADJ/magistrate judge staff attorney position;
- Reviews time sheets for final approval by department head;
- Assists in development of performance evaluations;
- Prepares bench books and other materials for new judges;
- Maintains the current penalty worksheet to ensure it is consistent with current legislation and distributes the same to each courtroom for judicial use;
- Manages the legal intern/extern program and supervises projects performed by the intern/externs;
- Conducts and performs research of statutes, ordinances, case decisions, law review articles, documents, treatises, briefs, memorandum decisions, administrative directives and other sources related to rules of procedure and related legal authorities;
- Prepares research memoranda; reviews and summarizes all files in preparation for pre-trial conferences, pre-trial motion hearings, and trial as required to assist the judge in deciding issues that may arise;
- Coordinates case processing by maintaining contact with counsel to ensure timely completion of the various phases of the trial process; attends, as necessary, hearings on motions and trials to enable the judge to make advance preparations to effectively deal with issues;
- Assists the judge in preparing and reviewing jury instructions; assists in drafting and preparing memorandum decisions and opinions; reviews and summarizes appeals from the magistrate division; drafts orders as directed and tracks the appeals process to ensure timely and orderly conclusion of appeals.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

- Thorough knowledge of substantive and procedural law as taught in an accredited law school;
- Thorough knowledge and understanding of, and experience with, the use of modern legal research materials and techniques;
- Thorough knowledge and understanding of:
  - Purposes and responsibilities of courts;
  - Idaho court system structure;
  - Statutes, rules and procedures governing court proceedings in Idaho;
  - County government organization in Idaho
  - How each of the foregoing is uniquely applicable to the various counties in the Third Judicial District in light of the specific needs and focus of each county.

#### **Ability to:**

- Quickly identify and analyze a legal issue, conduct research, and prepare a concise and clear summary of applicable law with possible alternative resolutions of the issues;
- Write precisely and clearly;
- Train incoming staff attorneys with varying backgrounds so that they can function at top efficiency as quickly as possible;
- Maintain the strictest confidences with regard to court activities;
- Interpret and make decisions in accordance with applicable laws, rules, regulations, and established policies;
- Utilize computer programs for word processing, spreadsheet management, and automated legal research functions.
- Effectively identify and resolve process issues that may arise between staff attorneys and other court personnel.

### **Acceptable Experience and Training**

- Graduation from an accredited law school with Juris Doctorate required;
- Licensed attorney in good standing required;
- Ten years' experience as a Judicial Staff Attorney required;
- Exhibited ability to train and support incoming attorneys and interns or externs.

### **Special Qualifications**

- Must successfully complete a background investigation through the National Crime Information Center (NCIC)

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, use a telephone, and communicate with others;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare and review a variety of written documents, legal forms and other materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and computer systems;
- Sufficient personal flexibility, mobility, strength, and agility, with or without reasonable accommodation, which permits the employee to work in an office environment.

### **EOE Statement**

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.

**40 TCA - TWENTY-SIX (26) POSITIONS FOR FY 2023****Division 285**

<b><u>TITLE</u></b>	<b><u>Position Number</u></b>
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**One (1) Deputy Trial Court Admin**

DEPUTY TRIAL COURT ADMIN	040 285 814
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**One (1) Administrative Supervisor**

ADMINISTRATIVE SUPERVISOR	040 285 586
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**One (1) Office Administrator**

OFFICE ADMINISTRATOR	040 285 586
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**Four (4) Judicial Assistant TCA**

JUDICIAL ASSISTANT	040 285 846
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JUDICIAL ASSISTANT	040 285 071
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JUDICIAL ASSISTANT	040 285 587
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JUDICIAL ASSISTANT	040 285 588
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**One (1) Senior Staff Attorney**

SENIOR STAFF ATTORNEY	040 285 072
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**Seven (7) Staff Attorneys**

STAFF ATTORNEY	040 285 069
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STAFF ATTORNEY	040 285 073
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STAFF ATTORNEY	040 285 074
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STAFF ATTORNEY	040 285 244
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STAFF ATTORNEY	040 285 245
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STAFF ATTORNEY	040 285 271
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STAFF ATTORNEY	040 285 425
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**One (1) Lead Court Assistance Officer**

LEAD COURT ASSISTANCE OFFICER	040 285 268
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**One (1) Court Assistance Officer**

COURT ASSISTANCE OFFICER	040 285 777
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**One (1) Eviction Mediation Services Coordinator**

EVICTON MEDIATION SERVICES COORDINATOR	040 285 426
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**One (1) Jury Commissioner**

JURY COMMISSIONER	040 285 591
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**One (1) Chief Judicial Marshal**

CHIEF JUDICIAL MARSHAL	040 285 261
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**Six (6) Deputy Judicial Marshal**

DEPUTY JUDICIAL MARSHAL	040 285 289
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DEPUTY JUDICIAL MARSHAL	040 285 294
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DEPUTY JUDICIAL MARSHAL	040 285 590
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DEPUTY JUDICIAL MARSHAL	040 285 078
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DEPUTY JUDICIAL MARSHAL	040 285 910
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DEPUTY JUDICIAL MARSHAL	040 285 783
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