



**Douglas W. Robertson**  
Chief Deputy  
Criminal Division

# Canyon County Prosecuting Attorney

## Bryan F. Taylor, JD, PhD

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**Carl Ericson**  
Chief Deputy  
Civil Division

DATE: April 8, 2024

TO: Board of County Commissioners

FROM: Doug Robertson, Chief Deputy – Criminal Division

RE: Request to Approve Changes to Job Description, PCN Levels, Titles, Grade/Salary Ranges, Promotions, and Salary Adjustments

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The Prosecuting Attorney's Office is requesting approval to change one (1) job description; promotion of twenty (20) Deputy Prosecuting Attorneys (DPAs), which includes changes to their titles, grade/salary ranges and sixteen (16) of their salaries; nine (9) position control number (PCN) level changes; one (1) title and grade/salary change; and two (2) DPA salary adjustments in the Criminal Division of the Prosecuting Attorney's Office. Years of equivalent service for attorney promotions will be calculated as follows: 1) Years working as a Canyon County Deputy Prosecutor will be calculated at 100%; 2) Years working as a criminal prosecutor for an outside agency will be calculated at 75%; 3) Years working as a licensed attorney in any other legal field will be calculated at 50%; 4) Years working in a non-legal field as a licensed attorney will be calculated at 25%.

Definition of the positions within this multi-level class:

**Deputy Prosecuting Attorney I** is the entry level in the DPA series assigned to employees with limited previous legal experience who are fully licensed to practice law in the state of Idaho. This level is typically used as a training level experience and employees work under immediate supervision while learning job skills and tasks.

**Deputy Prosecuting Attorney II** is the first working level assigned to employees with at least the equivalent of two years as a CCPA DPA I.1 Under general supervision, employees at this level perform work of average difficulty in all phases of criminal practice. Attorneys at this level have attained the competency to prosecute all magistrate-level criminal offenses with little to no supervision. Attorneys at this level have the competency to begin prosecuting felony-level offenses, complex juvenile offenses, handling preliminary hearings, and mentoring junior misdemeanor-level attorneys.

**Deputy Prosecuting Attorney III** is the full working level assigned to employees with the equivalent of at least five years' experience as a CCPA DPA. Attorneys at this level have achieved the competency to prosecute felony-level offenses with little to no supervision, instruction or assistance. Deputies at this level may also be assigned to supervise limited-license attorneys.

**Deputy Prosecuting Attorney IV** is the senior working level assigned to employees with the equivalent of at least ten years' experience as a CCPA DPA. Attorneys at this level are generally assigned more difficult and sensitive cases, are fully aware of the operating procedures and policies within the CCPA, and require only occasional instruction or assistance as necessary. Attorneys at this level take on

broader supervisory roles, act as mentors within the office, and are capable of handling any type of case within the criminal division. Attorneys at this level have attained the competency to first chair the most complex cases within the office. Attorneys at this level have not demonstrated any deficits of competency in any area.

1. **PCN 269** is an existing funded position approved for a DPA I. The employee who is currently assigned to this PCN is a DPA I with 3 years' experience and is assigned to the district court prosecuting felony-level offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA I, Grade 15 to a DPA II, Grade 16. This employee's PCN will change to PCN 031, which is an existing funded position approved for a DPA II. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$85,000, which is an increase of \$10,116.10.
2. **PCN 331** is an existing funded position approved for a DPA I. The employee who is currently assigned to this PCN is a DPA I with 5 years' experience and is assigned to the district court prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA I, Grade 15 to a DPA II, Grade 16. This employee's PCN will change to PCN 558, which is an existing funded position approved for a DPA II. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$88,500, which is an increase of \$8,688.33.
3. **PCN 446** is an existing funded position approved for a DPA I. The employee who is currently assigned to this PCN is a DPA I with 3 years' experience and is a senior misdemeanor-level attorney. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA I, Grade 15 to a DPA II, Grade 16. This employee's PCN will change to PCN 546, which is an existing funded position approved for a DPA II. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$85,696, which is an increase of \$9,648.34.
4. **PCN 448** is an existing funded position approved for a DPA I. The employee who is currently assigned to this PCN is a DPA I with 6 years' experience and is assigned to the juvenile unit prosecuting all levels of juvenile offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA I, Grade 15 to a DPA II, Grade 16. This employee's PCN will change to PCN 445, which is an existing funded position approved for a DPA II. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$88,500, which is an increase of \$6,089.62.
5. **PCN 949** is an existing funded position approved for a DPA I. The employee who is currently assigned to this PCN is a DPA I with 2.5 years' experience and is assigned to the district court prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA I, Grade 15 to a DPA II, Grade 16. This employee's PCN will change to PCN 544, which is an existing funded position approved for a DPA II. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$85,000, which is an increase of \$9,364.96.
6. **PCN 974** is an existing funded position approved for a DPA I. The employee who is currently assigned to this PCN is a DPA I with 2.5 years' experience and is assigned to the district court

prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA I, Grade 15 to a DPA II, Grade 16. This employee's PCN will change to PCN 447, which is an existing funded position approved for a DPA II. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$85,000, which is an increase of \$9,910.18.

7. **PCN 542** is an existing funded position approved for a DPA II. The employee who is currently assigned to this PCN is a DPA I with 3 years' experience and is assigned to the district court prosecuting special victim cases. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA I, Grade 15 to a DPA II, Grade 16. This employee will remain in this PCN as it is an existing funded position for a DPA II. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$88,500, which is an increase of \$10,809.14.
8. **PCN 976** is an existing funded position approved for a DPA III. The employee who is currently assigned to this PCN is a DPA I with 2 years' experience and is assigned to the district court prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA I, Grade 15 to a DPA II, Grade 16. This employee's PCN will change to PCN 296, which is an existing funded position approved for a DPA II. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$85,000, which is an increase of \$10,116.36.
9. **PCN 030** is an existing funded position approved for a DPA IV. The employee who is currently assigned to this PCN is a DPA I with 2 years' experience and is assigned to the district court prosecuting felony-level domestic violence cases. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA I, Grade 15 to a DPA II, Grade 16. This employee's PCN will change to PCN 040, which is an existing funded position approved for a DPA II. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$85,000, which is an increase of \$10,116.10.
10. **PCN 031** is an existing funded position approved for a DPA II. The employee who is currently assigned to this PCN is a DPA II with 11 years' experience and is assigned to the district court prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA III, Grade 17. This employee's PCN will change to PCN 555, which is an existing funded position approved for a DPA III. There is no increase to this employee's current annual salary, which is \$98,144.02. **There is no budgetary impact for this change.**
11. **PCN 296** is an existing funded position approved for a DPA II. The employee who is currently assigned to this PCN is a DPA II with 9 years' experience and is assigned to the district court team prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA III, Grade 17. This employee's PCN will change to PCN 976 which is an existing funded position approved for a DPA III. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$97,760, which is an increase of \$2,372.24.

12. **PCN 332** is an existing funded position approved for a DPA II. The employee who is currently assigned to this PCN is a DPA II with 10 years' experience and is handling child protection cases. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA III, Grade 17. The PCN level would change to a DPA III and the employee will remain in this PCN. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$97,760, which is an increase of \$1,340.82
13. **PCN 449** is an existing funded position approved for a DPA II. The employee who is currently assigned to this PCN is a DPA II with 5 years' experience and is assigned to the district court prosecuting felony-level domestic violence cases. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA III, Grade 17. The PCN level would change to a DPA III and the employee will remain in this PCN. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$97,760, which is an increase of \$403.52.
14. **PCN 545** is an existing funded position approved for a DPA II. The employee who is currently assigned to this PCN is a DPA II with 5.5 years' experience and is assigned to the district court prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA III, Grade 17. The PCN level would change to a DPA III and the employee will remain in this PCN. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$97,760, which is an increase of \$1,340.82.
15. **PCN 038** is an existing funded position approved for a DPA III. The employee who is currently assigned to this PCN is a DPA II with 17.5 years' experience and is assigned to the district court prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA III, Grade 17. This employee will remain in this PCN as it is an existing funded position for a DPA III. There is no increase to this employee's current annual salary, which is \$116,589.20. **There is no budgetary impact for this change.**
16. **PCN 534** is an existing funded position approved for a DPA III. The employee who is currently assigned to this PCN is a DPA II with 7 years' experience and is assigned to the district court prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA III, Grade 17. This employee will remain in this PCN as it is an existing funded position for a DPA III. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$97,760, which is an increase of \$1,340.82.
17. **PCN 040** is an existing funded position approved for a DPA II. The employee who is currently assigned to this PCN is a DPA II with 26 years' experience and is assigned to the district court team prosecuting our most complex felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA IV, Grade 18. This employee's PCN will change to PCN 030, which is an existing funded position approved for a DPA IV. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$137,500, which is an increase of \$20,910.54.

18. **PCN 803** is an existing funded position approved for a DPA II. The employee who is currently assigned to this PCN is a DPA II with 15 years' experience and is assigned to the district court prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA IV, Grade 18. The PCN level would change to a DPA IV and the employee will remain in this PCN. There is no increase to this employee's current annual salary, which is \$116,589.46. **There is no budgetary impact for this change.**
19. **PCN 555** is an existing funded position approved for a DPA III. The employee who is currently assigned to this PCN is a DPA II with 26.5 years' experience and is assigned to the district court prosecuting special victim cases. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA II, Grade 16 to a DPA IV, Grade 18. This employee's PCN will change to PCN 043, which is an existing funded position approved for a DPA IV. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$137,500, which is an increase of \$12,595.22.
20. **PCN 036** is an existing funded position approved for a DPA III. The employee who is currently assigned to this PCN is a DPA III with 30 years' experience and is assigned to the district court prosecuting felony offenses. Under the definition of the positions within this multi-level class, this employee is eligible for promotion from a DPA III, Grade 17 to a DPA IV, Grade 18. The PCN would change to a DPA IV and the employee will remain in this PCN. There is no increase to this employee's current annual salary, which is \$141,076.26. **There is no budgetary impact for this change.**
21. **PCN 035** is an existing funded position approved for a DPA II. The employee who is currently assigned to this PCN is a DPA III with 13.5 years' experience and is handling child protection cases. The PCN level will change to a DPA III and the employee will remain in this PCN. There is no increase to this employee's current annual salary, which is \$115,686.22. **There is no budgetary impact for this change.**
22. **PCN 041** is an existing funded position approved for a DPA III. The employee who is currently assigned to this PCN is a DPA IV and has 19 years' experience and is assigned to the district court team prosecuting felony our most complex felony offenses. The PCN level would change to a DPA IV and the employee will remain in this PCN. There is no increase to this employee's current salary, which is \$135,759.78. **There is no budgetary impact for this change.**
23. **PCN 969** is an existing funded position for an Investigator I and is currently being occupied as a DPA I. The title will change to a DPA I. The Grade will change from Grade 14 to Grade 15. This employee will remain in this PCN. Based on the eligibility requirements, the Compensation and Benefits Manager confirmed the annual salary for this employee would be \$75,000, which is an increase of \$4,280.
24. **PCN 295** is an existing funded position for a DPA I. The employee who is currently assigned to this PCN is a DPA I with nearly 2 years' experience and is assigned to the magistrate team prosecuting misdemeanor cases. This employee will remain in this PCN. The employee's salary would change to \$77,000, which is an increase of \$2,117. The salary adjustment is based on this

employee's experience and constitutes a one-step increase within his wage grade to avoid compression issues with new hires.

- 25. PCN 535** is an existing funded position for a DPA I. The employee who is currently assigned to this PCN is a DPA I with nearly 1.5 years' experience and is assigned to the magistrate team prosecuting misdemeanor cases. This employee will remain in this PCN. The employee's salary would change to \$77,000, which is an increase of \$2,117. The salary adjustment is based on this employee's experience and constitutes a one-step increase within his wage grade to avoid compression issues with new hires.

Thank you for your time and consideration in this matter.



Bryan F. Taylor, JD, PhD  
Canyon County Prosecuting Attorney



Douglas Robertson  
Chief Criminal Deputy  
Canyon County Prosecuting Attorney's Office

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 approve **changes to one (1) job description, promotion of twenty-two (20) Deputy Prosecuting Attorneys (DPAs)**, which includes changes to their titles, grade/salary ranges and sixteen (16) of their salaries; **nine (9) position control number (PCN) level changes; one (1) title and grade/salary change; and two (2) DPA salary adjustments** in the **Criminal Division of the Prosecuting Attorney's Office**.

Nine (9) Deputy Prosecuting Attorney I, salary grade 15, min. \$70,720 - max \$97,593.60 annually, FLSA Exempt.

TO

Nine (9) Deputy Prosecuting Attorney II, salary grade 16, min. \$83,200 - max \$114,816 annually, FLSA Exempt.

1. PCN 008 339 269, current salary \$74,883.90 TO PCN 008 339 031, new salary \$85,000.
2. PCN 008 339 331, current salary \$79,811.68 TO PCN 008 339 558, new salary \$88,500.
3. PCN 008 339 446, current salary \$76,047.66 TO PCN 008 339 546, new salary \$85,696.
4. PCN 008 339 448, current salary \$82,410.38 TO PCN 008 339 445, new salary \$88,500.
5. PCN 008 339 949, current salary \$75,635.04 TO PCN 008 339 544, new salary \$85,000.
6. PCN 008 339 974, current salary \$75,089.82 TO PCN 008 339 447, new salary \$85,000.
7. PCN 008 339 542, current salary \$77,690.86 TO PCN 008 339 542, new salary \$88,500.
8. PCN 008 339 976, current salary \$74,883.64 TO PCN 008 339 296, new salary \$85,000.
9. PCN 008 339 030, current salary \$74,883.90 TO PCN 008 339 040, new salary \$85,000.

**AND**

Seven (7) Deputy Prosecuting Attorney II, salary grade 16, min. \$83,200 - max \$114,816 annually, FLSA Exempt.

TO

Seven (7) Deputy Prosecuting Attorney III, salary grade 17, min. \$97,760 - max \$134,908.80 annually, FLSA Exempt.

1. PCN 008 339 031 TO PCN 008 339 555, no changes to currently salary, which is \$98,144.02.
2. PCN 008 339 296, current salary \$95,387.76 TO PCN 008 339 976, new salary \$97,760.

3. PCN 008 339 332, from DPA II current salary \$96,419.18 TO DPA III new salary \$97,760.
4. PCN 008 339 449, from DPA II current salary \$97,356.48 TO DPA III new salary \$97,760.
5. PCN 008 339 545, from DPA II current salary \$96,419.18 TO DPA III new salary \$97,760.
6. PCN 008 339 038, from DPA II TO DPA III, no changes to current salary, which is \$116,589.20.
7. PCN 008 339 534, from DPA II current salary \$96,419.18 TO DPA III new salary \$97,760.

**AND**

Three (3) Deputy Prosecuting Attorney II, salary grade 16, min. \$83,200 – max \$114,816 annually, FLSA Exempt.

TO

Three (3) Deputy Prosecuting Attorney IV, salary grade 18, min. \$115,440 – max \$159,307.20 annually, FLSA Exempt.

1. PCN 008 339 040, current salary \$116,589.46 TO PCN 008 339 030, new salary \$137,500.
2. PCN 008 339 803, from DPA II TO DPA IV, no changes to currently salary, which is \$116,589.46.
3. PCN 008 339 555, current salary \$124,904.78 TO PCN 008 339 043, new salary \$137,500.

**AND**

One (1) Deputy Prosecuting Attorney III, salary grade 17, min. \$97,760 – max \$134,908.80 annually, FLSA Exempt.

TO

One (1) Deputy Prosecuting Attorney IV, salary grade 18, min. \$115,440 – max \$159,307.20 annually, FLSA Exempt.

1. PCN 008 339 036, from DPA III TO DPA IV, no changes to current salary, which is \$141,076.26.

**AND**

Two (2) Deputy Prosecuting Attorney PCN level changes, FLSA Exempt.

1. PCN 008 339 035, from DPA II salary grade 16, min. \$83,200 – max \$114,816 annually TO DPA III salary grade 17, min. \$97,760 – max \$134,908.80 annually, no changes to current salary, which is \$115,686.22.
2. PCN 008 339 041, from DPA III salary grade 17, min. \$97,760 – max \$134,908.80 annually TO DPA IV salary grade 18, min. \$115,440 – max \$159,307.20 annually, no changes to current salary, which is \$135,759.78.



**AND**

One (1) Investigator I, PCN 008 339 969, salary grade 15, min. \$70,720 – max \$97,594 annually, FLSA Exempt.

TO

One (1) Deputy Prosecuting Attorney I, PCN 008 339 969, salary grade 15, min. \$70,720 – max \$97,593.60 annually, FLSA Exempt.

1. PCN 008 339 969, current salary \$70,720 TO new salary \$75,000.

**AND**

Two (2) Deputy Prosecuting Attorney I salary adjustments, salary grade 15, min. \$70,720 – max \$97,593.60 annually, FLSA Exempt.

1. PCN 008 339 295, current salary \$74,883.90 TO new salary \$77,000.

2. PCN 008 339 535, current salary \$74,883.90 TO new salary \$77,000.

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: RICK HOGABOAM, CLERK

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

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

<O:\Policy\Resolutions\Resolutions Prepared\FY 2024\FY 2024 PA – Multiple Changes>



## Deputy Prosecuting Attorney Criminal Division

**Department:** Prosecuting Attorney's Office  
**FLSA Designation:** Exempt

**Effective Date:** 01/01/2024

### **General Statement of Duties**

Represent the State of Idaho as a trial attorney in the prosecution of criminal, quasi-criminal, and limited civil actions in Juvenile, Magistrate, and District Court proceedings and assist the elected Prosecuting Attorney in performing all of the statutory and constitutional functions of the Office; perform related work as required.

### **Classification Summary**

This is a multi-level class series in which newly-hired and incumbent attorneys may be assigned to any of five levels, depending on organizational needs, professional legal experience, individual expertise and skill, proficiency, and complexity of assigned caseload. Positions in these classes are flexibly staffed and are normally filled by advancement from the entry level. Progression from one level to the next is at the discretion of the appointing authority, provided minimum qualifications are met.

### **Positions within the Class**

**Rule 226 Provisional Deputy** is the pre-entry level in the Deputy Prosecuting Attorney (DPA) series, assigned to law students and recent law school graduates studying for the Bar Exam. Provisional Deputies are legal interns admitted under Idaho Bar Commission Rule 226 to the limited practice of law.

**Deputy Prosecuting Attorney I** is the entry level in the DPA series assigned to employees with limited previous legal experience who are fully licensed to practice law in the state of Idaho. This level is typically used as a training level experience and employees work under immediate supervision while learning job skills and tasks.

**Deputy Prosecuting Attorney II** is the first working level assigned to employees with at least the equivalent of two years as a CCPA DPA I.<sup>1</sup> Under general supervision, employees at this level perform work of average difficulty in all phases of criminal practice. Attorneys at this level have attained the competency to prosecute all magistrate-level criminal offenses with little to no supervision. Attorneys at this level have the competency to begin prosecuting felony-level offenses, complex juvenile offenses, handling preliminary hearings, and mentoring junior misdemeanor-level attorneys.

**Deputy Prosecuting Attorney III** is the full working level assigned to employees with the equivalent of at least five years' experience as a CCPA DPA. Attorneys at this level have achieved the competency to prosecute felony-level offenses with little to no supervision, instruction or assistance. Deputies at this level may also be assigned to supervise limited-license attorneys.

**Deputy Prosecuting Attorney IV** is the senior working level assigned to employees with the equivalent of at least ten years' experience as a CCPA DPA. Attorneys at this level are generally assigned more difficult and sensitive cases, are fully aware of the operating procedures and policies within the CCPA, and require only occasional instruction or assistance as necessary. Attorneys at this level take on broader supervisory roles, act as mentors within the office, and are capable of handling any type of case within the criminal division. Attorneys at this level have attained the competency to first chair the most complex cases within the office. Attorneys at this level have not demonstrated any deficits of competency in any area.

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<sup>1</sup> Years of equivalent service will be calculated as follows: 1) Years working as a deputy prosecutor for CCPA will be calculated at 100%; 2) Years working as a criminal prosecutor for an outside agency will be calculated at 75%-90%; 3) Years working as a licensed attorney in any other legal field will be calculated at 50%-75%; 4) Years working in a non-legal field as a licensed attorney will be calculated at 25%-50%.

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

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

- Perform all duties of a Prosecuting Attorney pursuant to Idaho Code;
- Manage assigned cases from intake through disposition;
- Perform screening duties, including review of incoming police reports to determine which charges, if any, will be filed and against whom;
- Prepare criminal complaints;
- Prepare witness lists and confer with citizen witnesses and law enforcement agents;
- Research case-specific legal issues and draft motions, orders, and memoranda;
- Negotiate potential case resolutions with defense counsel/defendants as appropriate, in accordance with facts, law, and policy;
- Prepare questions, legal strategies, jury instructions, jury selection questions, opening and closing statements;
- Prepare witnesses for trial;
- Present evidence and argument at arraignments, preliminary hearings, hearings on motions, trials, juvenile proceedings, mental commitment proceedings, and Grand Jury;
- Conduct legal research as necessary to stay abreast of court decisions and legislation affecting the practice of criminal law;
- Conduct training for law enforcement agents designed to improve procedures for arrests, searches, seizures, etc.;
- Respond to legal questions from law enforcement agencies and obtain search warrants by being on call 24 hours per day, per the duty roster of the CCPA;
- Maintain confidentiality and comply with Idaho Rules of Professional Conduct;
- Perform related duties as required.

### **Other Duties and Responsibilities**

- Conduct outreach and advise the general public on criminal practice and issues of community concern, including the rights of victims, complainants, and witnesses;
- Assist other counties as Special Prosecutor when so directed by the PA;
- Exercise direct supervision over attorneys, investigators, and support staff in accordance with Office policies and procedures;
- Participate in interview, evaluation, and training of CCPA employees;
- Perform other related duties as required.

## **Knowledge, Skills and Abilities**

### **Knowledge of:**

- Criminal and civil law as it relates to criminal prosecution;
- Court systems, procedures and protocols in the state of Idaho;
- Local, state, and federal rules of criminal and civil procedure;
- Rules of Evidence;
- Principles and techniques of legal research;
- Current technology and trends of its use in legal practice;
- Telephone, office, and online etiquette.

### **Ability to:**

- Analyze and apply legal principles and practices to case-specific facts;
- Interpret laws and regulations;
- Evaluate complex criminal cases;
- Perform legal research;
- Work under pressure within strict timeframes and a heavy caseload;
- Work independently and as a team member;
- Screen, prepare, organize, and prosecute criminal and quasi-criminal cases;
- Interview witnesses and complainants;
- Prepare motions, orders, pleadings, and other legal documents;
- Communicate effectively orally and in writing;
- Present statements orally and in writing of fact, law, and argument clearly, logically, and persuasively;
- Establish and maintain effective working relationships with management, employees, the public, defense bar, and judiciary, representing diverse cultures and backgrounds;
- Exercise appropriate professional judgment in answering questions, releasing information, charging and resolving cases;
- Operate specialized case management and tracking system, and general computer system;
- Supervise, lead, and delegate tasks.

### **Acceptable Experience and Training**

- Juris Doctorate from an accredited law school;
- Licensed and in good standing to practice law in all state and federal courts in Idaho.

### **Special Qualifications**

- Successfully complete a background investigation through the National Crime Information Center (NCIC).

### **Essential Physical Abilities**

- Ability to accurately perform essential duties, with or without reasonable accommodation, and without endangering self or other employees. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle or feel; reach with hands and arms; and talk and hear;
- Sufficient clarity of hearing, speech and writing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials, file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time; to reach, stoop, bend, and stretch in filing materials, lift up to 25 pounds, and work in an office and courtroom 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.

<b>08 - PROSECUTING ATTORNEY - NINETY ONE (91) POSITIONS FOR FY 2024</b>	
<b>TITLE</b>	<b>Position Number</b>
<b>One (1) Elected Official</b>	
ELECTED OFFICIAL	008 339 551
<b>Two (2) Chief Deputy</b>	
CHIEF DEPUTY - CIVIL	008 339 553
CHIEF DEPUTY - CRIMINAL	008 339 042
<b>Five (5) Civil Deputy Prosecuting Attorney</b>	
DEPUTY PROSECUTING ATTORNEY II	008 339 970
DEPUTY PROSECUTING ATTORNEY II	008 339 554
DEPUTY PROSECUTING ATTORNEY III	008 339 033
DEPUTY PROSECUTING ATTORNEY IV	008 339 037
DEPUTY PROSECUTING ATTORNEY IV	008 339 029
<b>Thirty-Seven (37) Criminal Dep Attorney</b>	
DEPUTY PROSECUTING ATTORNEY I	008 339 269
DEPUTY PROSECUTING ATTORNEY I	008 339 295
DEPUTY PROSECUTING ATTORNEY I	008 339 330
DEPUTY PROSECUTING ATTORNEY I	008 339 331
DEPUTY PROSECUTING ATTORNEY I	008 339 448
DEPUTY PROSECUTING ATTORNEY I	008 339 535
DEPUTY PROSECUTING ATTORNEY I	008 339 949
DEPUTY PROSECUTING ATTORNEY I	008 339 969
DEPUTY PROSECUTING ATTORNEY I	008 339 974
DEPUTY PROSECUTING ATTORNEY I	008 339 975
DEPUTY PROSECUTING ATTORNEY I - SAUSA	008 339 446
DEPUTY PROSECUTING ATTORNEY II	008 339 022
DEPUTY PROSECUTING ATTORNEY II	008 339 031
DEPUTY PROSECUTING ATTORNEY II	008 339 040
DEPUTY PROSECUTING ATTORNEY II	008 339 296
DEPUTY PROSECUTING ATTORNEY II	008 339 445
DEPUTY PROSECUTING ATTORNEY II	008 339 447
DEPUTY PROSECUTING ATTORNEY II	008 339 542
DEPUTY PROSECUTING ATTORNEY II	008 339 544
DEPUTY PROSECUTING ATTORNEY II	008 339 545
DEPUTY PROSECUTING ATTORNEY II	008 339 546
DEPUTY PROSECUTING ATTORNEY II	008 339 558
DEPUTY PROSECUTING ATTORNEY II	008 339 971
DEPUTY PROSECUTING ATTORNEY III	008 339 332
DEPUTY PROSECUTING ATTORNEY III	008 339 449
DEPUTY PROSECUTING ATTORNEY III	008 339 035
DEPUTY PROSECUTING ATTORNEY III	008 339 034
DEPUTY PROSECUTING ATTORNEY III	008 339 038
DEPUTY PROSECUTING ATTORNEY III	008 339 534
DEPUTY PROSECUTING ATTORNEY III	008 339 555
DEPUTY PROSECUTING ATTORNEY III	008 339 835
DEPUTY PROSECUTING ATTORNEY III	008 339 976
DEPUTY PROSECUTING ATTORNEY IV	008 339 803
DEPUTY PROSECUTING ATTORNEY IV	008 339 036
DEPUTY PROSECUTING ATTORNEY IV	008 339 041
DEPUTY PROSECUTING ATTORNEY IV	008 339 030
DEPUTY PROSECUTING ATTORNEY IV	008 339 043
<b>One (1) Administrative Supervisor</b>	
ADMINISTRATIVE SUPERVISOR	008 339 735
<b>One (1) Systems Administrator Liaison</b>	
SYSTEMS ADMIN LIAISON	008 339 475



<b>TITLE</b>	<b>Position Number</b>
<b>One (1) Lead Investigator</b>	
LEAD INVESTIGATOR	008 339 559
<b>Three (3) Investigator</b>	
INVESTIGATOR I	008 339 335
INVESTIGATOR I	008 339 450
INVESTIGATOR II *I	008 339 821
<b>One (1) Lead Victim/Witness Coordinator</b>	
LEAD VICTIM/WITNESS SERVICES COORDINATOR	008 339 039
<b>Eight (8) Victim/Witness Services Coordinator</b>	
VICTIM/WITNESS SERVICES COORDINATOR	008 339 028
VICTIM/WITNESS SERVICES COORDINATOR	008 339 044
VICTIM/WITNESS SERVICES COORDINATOR	008 339 745
VICTIM/WITNESS SERVICES COORDINATOR	008 339 767
VICTIM/WITNESS SERVICES COORDINATOR	008 339 804
VICTIM/WITNESS SERVICES COORDINATOR	008 339 286
VICTIM/WITNESS SERVICES COORDINATOR	008 339 729
VICTIM/WITNESS SERVICES COORDINATOR	008 339 977
<b>One (1) Assistant Administrative Supervisor</b>	
ASSIST ADMIN SUPV *Legal Assistant II	008 339 733
<b>Five (5) Legal Assistant - Civil</b>	
LEGAL ASSISTANT I - CIVIL	008 339 743
LEGAL ASSISTANT II - CIVIL	008 339 275
LEGAL ASSISTANT II - CIVIL	008 339 032
LEGAL ASSISTANT II - CIVIL	008 339 727
LEGAL ASSISTANT II - CIVIL	008 339 771
<b>Twenty-Five (25) Legal Assistant - Criminal</b>	
LEGAL ASSISTANT I - CRIMINAL	008 339 333
LEGAL ASSISTANT I - CRIMINAL	008 339 334
LEGAL ASSISTANT I - CRIMINAL	008 339 738
LEGAL ASSISTANT I - CRIMINAL	008 339 739
LEGAL ASSISTANT I - CRIMINAL	008 339 740
LEGAL ASSISTANT I - CRIMINAL	008 339 972
LEGAL ASSISTANT II - CRIMINAL	008 339 274
LEGAL ASSISTANT II - CRIMINAL *I	008 339 552
LEGAL ASSISTANT II - CRIMINAL *I	008 339 726
LEGAL ASSISTANT II - CRIMINAL	008 339 730
LEGAL ASSISTANT II - CRIMINAL *I	008 339 732
LEGAL ASSISTANT II - CRIMINAL	008 339 734
LEGAL ASSISTANT II - CRIMINAL	008 339 736
LEGAL ASSISTANT II - CRIMINAL *I	008 339 737
LEGAL ASSISTANT II - CRIMINAL	008 339 741
LEGAL ASSISTANT II - CRIMINAL *I	008 339 744
LEGAL ASSISTANT II - CRIMINAL	008 339 774
LEGAL ASSISTANT II - CRIMINAL	008 339 775
LEGAL ASSISTANT II - CRIMINAL	008 339 805
LEGAL ASSISTANT II - CRIMINAL *I	008 339 807
LEGAL ASSISTANT II- CRIMINAL	008 339 973
LEGAL ASSISTANT III - CRIMINAL	008 339 728
LEGAL ASSISTANT III - CRIMINAL *II	008 339 742
LEGAL ASSISTANT III - CRIMINAL	008 339 806
LEGAL ASSISTANT IV - CRIMINAL	008 339 731