

FY 2026 PROPOSED INTERNAL CLASSIFICATION SUMMARIES

Associate Counsel (I) - Civil

Associate Counsel (I) is assigned to employees with limited relevant legal experience who are fully licensed to practice law in the state of Idaho. Employees at this level are assigned to work on increasingly difficult and complex issues relating to civil government practice. This role requires the ability to manage legal matters across a wide range of civil practice areas and to begin to engage directly with county clients.

Duties and Responsibilities:

- Handle routine civil legal matters such as public records requests, interlocal agreements, and legal correspondence,
- Conduct legal research and draft memoranda under supervision.
- Support litigation and administrative hearings under the direction of more senior attorneys or the Civil Chief.
- Review contracts and ordinances for form and legality.
- Assist in responding to subpoenas and advising on confidentially matters.
- Participate in internal trainings and professional development.

Range: \$107,182 - \$135,000 (within grade 16)

Comparative Analysis: Entry level tracks with level III State Public Defender.

Staff Counsel (II) - Civil

Staff Counsel (II) is an experienced attorney capable of providing legal counsel independently to county departments and officials. Employees at this level may assigned to work on difficult and sensitive issues relating to civil government practice, are fully aware of the operating procedures and policies within the county and require only limited instruction or assistance as necessary.

Duties and Responsibilities:

- Provide legal advice to Count departments, officials, and elected boards on issues including contracts, employment, land us, public records and risk management.
- Draft and review ordinances, resolutions, and intergovernmental agreements.
- Represent the County in civil litigation, administrative hearings, and negotiations.
- Work collaboratively with other attorneys and legal staff to resolve complex legal matters.
- Serve as a legal liaison to assigned County departments or advisory boards.
- Stay current on relevant statutes and case law impacting County operations.
- Any other duty and responsibility held by an Associate Counsel Level attorney

Range: \$127,712 – \$145,000 (within grade 17)

Comparative Analysis: Entry level tracks with level IV State Public Defender.

Senior Counsel (III) - Civil

Senior Counsel (III) is a subject-matter expert responsible for advising the county on complex, high-risk legal issues—particularly those with a history of costly settlements or liability exposure. This role is reserved for attorneys with a proven track record in a specialized area of law, demonstrating deep expertise and the ability to independently manage matters with significant legal and financial consequences. Senior Counsel provides strategic legal guidance on sensitive issues, works closely with county leadership, and mentors other attorneys within the Civil Division.

Duties and Responsibilities:

- Serve as legal counsel in high-stakes areas of importance to the County.
- Provide expert legal opinions, strategic counsel, and training to elected officials and department leaders.
- Represent the county in complex litigation, appeals, and negotiations.
- Monitor legislative developments and advise on policy impacts.
- Lead efforts to proactively mitigate legal risk in specialized areas.
- Serve as mentor and resource for other attorneys in the Civil Division.

Range: \$137,696 - \$163,000 (within grade 18)

Comparative Analysis: Entry level tracks with Level V State Public Defender.

Magistrate Attorney (I) - Criminal

A Magistrate Attorney is an entry-level position for a licensed attorney responsible for handling misdemeanor and infraction cases under close supervision. Magistrate Attorney positions are designed for newly admitted attorneys or those with minimal prosecutorial experience. The magistrate attorney will gain foundational experience in criminal prosecution within the magistrate division.

Duties and Responsibilities:

- Prosecute misdemeanor and infraction cases, including arraignments, pre-trials, motions, and bench or jury trials.
- Review and file criminal complaints and charging documents.
- Interact with law enforcement and victims.
- Appear in court regularly.
- Participate in team meetings and ongoing legal training.

Range: \$92,705 - \$100,00 (within grade 15)

Comparative Analysis: Entry level tracks with Level I State Public Defender.

Senior Magistrate Attorney (II) - Criminal

A Senior Magistrate Attorney independently handles misdemeanor and juvenile caseloads with minimal supervision. This role requires strong courtroom skills and the ability to manage a full calendar autonomously. Attorneys at this level may also mentor Attorney I staff and manage higher-stakes misdemeanor matters.

Duties and Responsibilities:

- Independently prosecute infractions, misdemeanors, and juvenile cases.
- Prepare and litigate cases through all stages, including trial.
- Engage with victims, law enforcement, and community partners.
- Handle all aspects of juvenile court proceedings, including detention, review, and adjudicatory hearings.
- Assist with the mentoring and training of Attorney I staff when appropriate.
- Any other essential duties of a Criminal DPA Level I.

Range: \$99,694 – \$117,686 (within grade 16)

Comparative Analysis: Entry level tracks with Level II State Public Defender.

Felony Attorney – (III) - Criminal

This position handles felony-level cases in district court. Attorney III level prosecutors are entrusted with serious and complex matters, requiring strong analytical, trial, and negotiation skills. Felony attorneys are expected to manage a full felony caseload from simple drug possession to crimes of violence, up to and including homicide cases.

Duties and Responsibilities:

- Prosecute felony offenses that may include (but are not limited to) drug and property crimes; crimes involving intimate partner violence; crimes against children; sexual abuse; and violent crimes.
- Manage a felony caseload from the screening and charging stage through trial and sentencing.
- Handle any relevant criminal hearing, including (but not limited to) preliminary hearings, motion hearings, jury trials, and sentencings.
- Coordinate with law enforcement agencies and expert witnesses.
- Any essential duty of a Criminal DPA Level I or II.

Range: \$107,182 –138,278 (within grade 17)

Comparative Analysis: Entry level tracks with Level III State Public Defender.

Senior Felony Attorney (IV) - Criminal

A Senior Felony Attorney is a seasoned prosecutor capable of leading high-complexity felony cases, including homicide. Senior Felony Attorneys are entrusted with the most serious cases that come through the Office and may act as first chair in serious and high-profile jury trials. Senior Felony Attorneys should have extensive experience in complex criminal litigation, and have served in a variety of roles within the criminal division. These attorneys are leaders within the Office and are expected to model best practices at all times.

Duties and Responsibilities:

- Lead prosecution of complex and high-profile felonies, including homicide
- Provide legal guidance and mentoring to more junior prosecutors.
- Participate in and lead case strategy sessions and assist in training.
- Represent the County in sensitive or media intensive cases.
- Any essential duty of a Criminal DPA Level I, II, or III.

Range: \$127,712 – \$163,280 (within grade 18)

Comparative Analysis: Entry level tracks with Level IV State Public Defender.

Mentoring Felony Attorney (V) - Criminal

A Mentoring Felony Attorney is a career prosecutor with exhaustive trial experience. The Mentoring Felony Attorney should be someone with extensive expertise recognized in and out of the Office. This individual may be asked to train other agencies in their area of subject matter expertise. A Mentoring Felony Attorney could readily first chair a death penalty case. This individual is sought out for advice and consultation in and out of the Office.

Duties and Responsibilities:

- Lead prosecution of death penalty and complex homicide cases.
- Act as office-wide resource on trial strategy, ethics, and litigation.
- Mentor felony and misdemeanor attorneys.

- Advise on policy, case strategy, and office-wide legal issues.
- Represent the Prosecutor's Office in public or professional forums.
- Any essential duty of a Criminal DPA Level I-IV.

Range: \$135,000 – \$163,280 (within grade 18)

Comparative Analysis: Entry level tracks with Level V State Public Defender.

Victim/Witness Coordinator (I)

A Victim/Witness Coordinator I is an entry-level position assigned to employees beginning their careers in victim services. This role serves as a foundation for learning court processes and procedures and dynamics of domestic violence, sexual abuse, and other crimes. A Victim Witness Coordinator I will support crime victims by initiating contact, gathering information and properly notating files, and serving as a liaison between crime victims and assigned prosecutors. A Victim Witness Coordinator I should be able to appropriately manage a full caseload.

Duties and Responsibilities:

- Contact crime victims to introduce services and gather basic information.
- Learn to assess victim safety and needs.
- Notify victims of upcoming court dates and procedural updates.
- Observe and begin to understand court processes, hearings, and legal terminology.
- Maintain accurate case records within CCPA's internal filing system.
- Understand court processes and terminology.
- Participate in training and development in legal procedures and other areas of victim services.

Range: \$25.11 - \$34.66 (Grade 13)

Comparative Analysis: Nationally, a Victim/Witness Coordinator earns an average salary of \$63,742. (\$30.65/hr). The salary range for a Victim/Witness Coordinator is usually between \$49,956 (\$24.02/hr) and \$86,308 per year (\$41.49/hr), representing the 25th to 75th percentiles respectively.¹ In the Attorney General's Office, a single VWC position is paid an hourly rate of \$39.40, amounting to an annual salary of \$81,952.00. Meanwhile, the Ada County Prosecutor's office in FY 25 depicted a broader spectrum of VWC salaries: the lowest actual hourly rate was \$26.00, translating to \$54,080.00 annually, while the highest was \$37.59, equating to \$78,187.20 per year. Additionally, Ada County employs a Victim Witness Administrator at a fixed annual salary of \$86,785.00, reflecting a higher pay level for this distinct administrative position.

¹ <https://govsalaries.com/salaries/victim-witness-coordinator-salary>

Victim/Witness Coordinator (II)

A Victim/Witness Coordinator II is a fully trained and experienced victim services professional capable of independently managing a diverse caseload, including homicides. A Victim/Witness Coordinator II exercises sound judgment; demonstrates a deep understanding of legal procedures; and provides comprehensive support from initial contact through final case disposition. This position requires emotional resilience, the exercise of appropriate boundaries, strong case management skills, and the ability to collaborate with external service providers.

Duties and Responsibilities:

- Initiate and maintain contact with victims of crime, including homicide cases.
- Act as a liaison between victims, prosecutors, and law enforcement throughout case proceedings with limited supervision.
- Participate in multidisciplinary meetings with outside agencies.
- Exercise excellent judgment in recognizing issues with victim cooperation that may arise in cases and promptly notify the handling attorney.
- All of the duties and responsibilities of a Victim/Witness Coordinator II.

Range: \$29.73 - \$41.02 (Grade 14)

Comparative Analysis: Nationally, a Victim/Witness Coordinator earns an average salary of \$63,742. (\$30.65/hr) The salary range for a Victim/Witness Coordinator is usually between \$49,956 (\$24.02/hr) and \$86,308 per year (\$41.49/hr), representing the 25th to 75th percentiles respectively.² In the Attorney General's Office, a single VWC position is paid an hourly rate of \$39.40, amounting to an annual salary of \$81,952.00. This role is noted as unique, with no salary range provided. Meanwhile, the Ada County Prosecutor's office in FY 25 offers a broader spectrum of VWC salaries: the lowest actual hourly rate is \$26.00, translating to \$54,080.00 annually, while the highest is \$37.59, equating to \$78,187.20 per year. Additionally, Ada County employs a Victim Witness Administrator at a fixed annual salary of \$86,785.00, reflecting a higher pay level for this distinct administrative position.

Paralegal I (Civil)

Entry to mid-level paralegal providing substantive and administrative support to attorneys representing county officials and departments under direct supervision.

² <https://govsalaries.com/salaries/victim-witness-coordinator-salary>

Duties and Responsibilities:

- Assist in drafting routine civil legal documents: correspondence, memoranda, notices, contracts, and pleadings for state/federal court filings;
- Support legal research on Idaho statutes, administrative regulations, and relevant local ordinances;
- Prepare legal draft responses for public agencies and coordinate document preparation with attorneys;
- Maintain and organize legal files (electronic and paper), ensuring accurate data entry and tracking via case management systems;
- Calendar court deadlines and hearings, and coordinate schedules with attorneys, clients, and external parties;
- Proofread legal documents for accuracy, clarity, and adherence to formatting/court rules;
- Create and maintain spreadsheets (e.g., deadlines, evidence inventories, expense tracking) using Microsoft Office;
- Engage with clients, elected officials, and department staff to exchange routine legal documents and updates;
- Maintain confidentiality, consistent with county policies and ethical/legal standards.

Proposed Range: \$25.11 - \$34.66 (Grade 13)

Comparative Analysis: The State Public Defender has established a range of \$23.91 - \$47.83 for their paralegals. However, their lowest paid paralegal earns \$25.00 per hour and their highest paid paralegal earns \$46.63 per hour. Paralegals at the Attorney General's Office earn between \$34.37 - \$38.49 per hour.

Paralegal II (Civil)**Job Description**

Advanced paralegal with autonomy who undertakes substantive legal tasks—including drafting, research, coordination, and client interaction—supporting attorneys handling complex civil matters.

Duties and Responsibilities:

- Independently draft complex pleadings, motions, contract revisions, intergovernmental agreements, and legal memoranda under attorney review;
- Conduct in-depth legal research using Idaho-specific statutes, caselaw, and administrative code;
- Manage civil case preparations: gather information, support discovery processes, compile records, and prepare exhibits;
- Coordinate with departmental clients and external counsel to collect facts, documents, and input;
- Maintain and oversee advanced case management and tracking: deadlines, case milestones, filing requirements;

- Develop and manage spreadsheets and tools for budgeting, statutory deadlines, legislative tracking, and performance reporting;
- Review and proofread all substantive filings for accuracy, legal sufficiency, citation support, and court compliance;
- Provide guidance and mentorship to Paralegal I staff; assist in onboarding and task delegation;
- Attend hearings and depositions with limited attorney supervision, manage logistics and exhibit preparation;
- Recommend improvements to office systems, templates, checklists, and document workflows.

Range: \$29.73 - \$41.02 (Grade 14)

Comparative Analysis: The State Public Defender has established a range of \$23.91 - \$47.83 for their paralegals. However, their lowest paid paralegal earns \$25.00 per hour and their highest paid paralegal earns \$46.63 per hour. Paralegals at the Attorney General's Office earn between \$34.37 - \$38.49 per hour.

Legal Assistant (I) - Criminal

The Legal Assistant I performs entry-level administrative and legal support work in the criminal division. This position is designed for individuals new to the office or criminal legal work. Under close supervision, they assist in basic clerical tasks and gradually begin to take on duties such as intake, case management, and attorney support processes.

Duties and Responsibilities:

- Serve as initial point of contact in reception; direct visitors and calls appropriately;
- Learn and perform basic document handling, data entry, and file management;
- Support evidence intake processes, including logging and organizing materials;
- Assist in preparing and organizing legal documents;
- Under supervision, file documents with courts and distribute legal notices;
- Maintain confidentiality and adhere to office and legal protocols;
- Participate in training and professional development to gain criminal legal knowledge;
- Other tasks as assigned by supervisors.

Range \$21.54 - \$25.46 (Grade 12)

Comparative Analysis: Between Ada County, the AG, and the State Public Defender, Ada County offers the lowest starting salary at \$23.83/hour for legal assistants. The AG's office provides the highest starting salary (\$30.31/hour). SPD's starting salaries fall in between at \$25.00/hour. SPD's defined pay scale runs between \$21.25 to \$42.49/hour.

Legal Assistant (II) - Criminal

The Legal Assistant II performs independent and complex legal support tasks within the criminal division. This position may involve working in intake or other support positions; or may involve supporting prosecutors directly by managing caseloads, completing court filings, and assisting with case preparation with minimal supervision.

Duties and Responsibilities:

- Work directly with attorneys on case files, including felony, misdemeanor, and juvenile matters;
- Manage case documentation, court calendars, discovery, and legal filings independently;
- Coordinate with law enforcement, courts, and witnesses;
- Draft routine legal documents and correspondence;
- Ensure accurate data entry into legal case management systems;
- Maintain organized case files and monitor deadlines and compliance;
- Train new Legal Assistant I employees informally as needed;
- Uphold confidentiality and professionalism in all interactions;
- Train new hires when required;
- Other tasks as assigned by supervisors.

Range: \$25.11 - \$34.66 (Grade 13)

Comparative Analysis: SPD's defined pay scale for legal assistants runs between \$21.25 to \$42.49/hour. The AG's office did not make ranges available but has its lowest paid legal assistant at \$30.31/hour and its highest at \$34.92/hour. Ada County ranges its pay for legal assistants from \$23.83/hour to \$36.21/hour.

Legal Assistant (III) - Criminal

The Legal Assistant III performs the same duties as the Legal Assistant II, but in addition, has achieved the highest level of expertise and skill. The Legal Assistant III has a variety of experience across office support staff roles and is a mentor and leader within the office.

Duties and Responsibilities:

- Leads complex case management for complex & high-profile cases.
- Independently drafts advanced legal documents and correspondence.
- Coordinate with multiple agencies, including courts and law enforcement.
- Mentors and train Legal Assistant (I) and (II) staff.

- Develops and implements office procedures and workflows.
- Sets example of utmost professionalism.
- Asked to represent the office in administrative meetings or training sessions.
- Perform duties of Legal Assistant (I) and (II).

Range: \$29.73 - \$41.02 (Grade 14)

Comparative Analysis: SPD's defined pay scale for legal assistants runs between \$21.25 to \$42.49/hour. The AG's office did not make ranges available but has its lowest paid legal assistant at \$30.31/hour and its highest at \$34.92/hour. Ada County ranges its pay for legal assistants from \$23.83/hour to \$36.21/hour.

Investigator

The Investigator serves as a key member of CCPA, conducting thorough and professional investigations in support of criminal prosecutions and, as needed, civil matters. The Investigator may also be asked to assist with personnel investigations, conducts background checks on prospective employees, and serve subpoenas. The role involves strong analytical skills, knowledge of criminal procedures, attention to detail, and the ability to work independently while coordinating closely with prosecutors, outside law enforcement agencies, and other government entities. CCPA investigators need to be among the top achievers in their field in order to effectively assist prosecutors.

Duties and Responsibilities:

- Assist deputy prosecutors in all facets of case preparation.
- Review cases for additional criminal charges.
- Assist with civil investigations.
- Conduct personnel investigations.
- Civil process including service of subpoenas.
- Conduct background investigations.
- Assist with warrant service.
- Conduct ILETS/NCIC research as needed.
- Perform some functions for CCSO, including sex offender compliance and enforcement.
- Maintain all POST requirements.

Range: \$91,000 - \$100,027.20 (within grade 15)

Comparative Analysis: SPD investigator salaries range from \$91,000 to \$107,993. AG investigators under SIU are paid salaries from \$95,118.40 at the bottom end to \$97,718.40 at their top. This proposal would make the PA investigator pay roughly equivalent to the two highest level regular CCSO deputies. This is appropriate given the need for top tier quality investigations at the PA level.

