

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 14 day of July, 2023.




Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek the Board resolves as follows:

To approve **refunding of one (1) position** in the **Prosecuting Attorney's Office** for fiscal year 2023.


One (1), Deputy Prosecuting Attorney II – Civil Division, grade salary 16, min. \$83,200 – max. \$114,816 annually, position control number 008 339 554, FLSA Exempt.

Updated PCN List is attached.

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zachary Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: CHRISTOPHER W. YAMAMOTO, CLERK


Deputy Clerk

Date: 7/14/23

O:\Policy\Resolutions\Resolutions Prepared\FY 2023\FY 2023 PA – Refund

#23-183

08 - PROSECUTING ATTORNEY - NINETY (90) POSITIONS FOR FY 2023

TITLE	Position Number
One (1) Elected Official	
ELECTED OFFICIAL	008 339 551
Two (2) Chief Deputy	
CHIEF DEP-CIVIL	008 339 553
CHIEF DEP-CRIMINAL	008 339 042
Five (5) Civil Dep Attorney	
DEP ATTORNEY - CIVIL II	008 339 970
DEP ATTORNEY - CIVIL II	008 339 554
DEP ATTORNEY - CIVIL III	008 339 033
DEP ATTORNEY - CIVIL IV	008 339 037
DEP ATTORNEY - CIVIL IV	008 339 029
Thirty-five (35) Criminal Dep Attorney	
DEP ATTORNEY I	008 339 269
DEP ATTORNEY I	008 339 295
DEP ATTORNEY I	008 339 330
DEP ATTORNEY I	008 339 331
DEP ATTORNEY I	008 339 446
DEP ATTORNEY I	008 339 448
DEP ATTORNEY I	008 339 535
DEP ATTORNEY I	008 339 949
DEP ATTORNEY I	008 339 974
DEP ATTORNEY I	008 339 975
DEP ATTORNEY II *I	008 339 022
DEP ATTORNEY II	008 339 031
DEP ATTORNEY II	008 339 040
DEP ATTORNEY II	008 339 296
DEP ATTORNEY II	008 339 332
DEP ATTORNEY II	008 339 447
DEP ATTORNEY II	008 339 449
DEP ATTORNEY II *I	008 339 542
DEP ATTORNEY II *I	008 339 544
DEP ATTORNEY II	008 339 545
DEP ATTORNEY II	008 339 558
DEP ATTORNEY II *I	008 339 971
DEP ATTORNEY II *I - SAUSA	008 339 546
DEP ATTORNEY III	008 339 035
DEP ATTORNEY II	008 339 803
DEP ATTORNEY III <> IV	008 339 034
DEP ATTORNEY III	008 339 036
DEP ATTORNEY III *II	008 339 038
DEP ATTORNEY IV	008 339 041
DEP ATTORNEY III *II	008 339 534
DEP ATTORNEY III *II	008 339 555
DEP ATTORNEY III <> IV	008 339 835
DEP ATTORNEY III *I	008 339 976

TITLE	Position Number
DEP ATTORNEY IV *I	008 339 030
DEP ATTORNEY IV *I	008 339 043
One (1) Administrative Supervisor	
ADMIN SUPERVISOR	008 339 735
One (1) Systems Administrator Liaison	
SYSTEMS ADMIN LIAISON	008 339 475
One (1) Lead Investigator	
LEAD INVESTIGATOR	008 339 559
Four (4) Investigator	
INVESTIGATOR I	008 339 335
INVESTIGATOR I	008 339 450
INVESTIGATOR I *Dep Attorney I (Limited License)	008 339 969
INVESTIGATOR II *I	008 339 821
One (1) Lead Victim/Witness Coordinator	
LEAD VICTIM/WITNESS COORD	008 339 039
Eight (8) Victim/Witness Services Coordinator	
VICTIM/WITNESS SVCS COORD	008 339 028
VICTIM/WITNESS SVCS COORD	008 339 044
VICTIM/WITNESS SVCS COORD	008 339 745
VICTIM/WITNESS SVCS COORD	008 339 767
VICTIM/WITNESS SVCS COORD	008 339 804
VICTIM/WITNESS SVCS COORD	008 339 286
VICTIM/WITNESS SVCS COORD	008 339 729
VICTIM/WITNESS SVCS COORD	008 339 977
One (1) Assistant Administrative Supervisor	
ASSIST ADMIN SUPV *Legal Assistant II	008 339 733
Five (5) Legal Assistant - Civil	
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
Twenty-Five (25) Legal Assistant - Criminal	
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	008 339 726

TITLE	Position Number
LEGAL ASSISTANT II - CRIMINAL	008 339 730
LEGAL ASSISTANT II - CRIMINAL	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



Deputy Prosecuting Attorney County Attorney (Civil Division)

Department: Prosecuting Attorney's Office
FLSA Designation: Exempt

Effective Date: 10/01/2014

General Statement of Duties

Assist the elected Prosecuting Attorney in performing all the statutory and constitutional functions of that Office; perform related work as required. Represents Canyon County and its elected and appointed officials as attorney of record in all courts of the State of Idaho, and federal courts, when necessary and appropriate. Serve as legal advisor to the Board of County Commissioners, and to the Assessor, Clerk, Coroner, Sheriff, and Treasurer, and assist as well all County Department Administrators, including Facilities/Maintenance, Medical Indigency, Fleet, Development Services, Human Resources, Parks, Misdemeanor Probation, Public Information, Juvenile Probation, Weed/Gopher, Landfill, Fair, and others in the general operation of their departments.

Classification Summary

This is a multi-level class series in which incumbents may be assigned to any of three classes, depending on organizational needs, professional legal experience, individual expertise and skill, proficiency, and complexity of assigned caseload.

Positions within the Class

Assistant County Attorney is the first working level in the Deputy Prosecuting Attorney (DPA) Civil Division series, assigned to employees with limited previous civil or criminal legal experience who are fully licensed to practice law in the State of Idaho. Under supervision, employees at this level perform work of average difficulty in all areas of civil government practice. Within the Assistant County Attorney position, further classification is designated by years of service and advancement is based on combinations of leadership, responsibility, client relationships, caseload, expertise, initiative, community involvement, and other factors.

Associate County Attorney is the full working level assigned to employees with the equivalent of at least seven years of legal experience or five years as an Assistant County Attorney. Employees at this level are assigned difficult and complex cases and should require limited instruction or assistance. Within the Associate County Attorney position, further classification is designated by years of service and advancement is based on combinations of leadership, responsibility, client relationships, caseload, expertise, initiative, community involvement, and other factors.

Senior Associate County Attorney is the terminal non-appointed deputy prosecutor – civil division position. Employees at this level are generally assigned the most difficult and sensitive cases with far-reaching or significant implications, are fully aware of the operating procedures and policies within the County, and require only occasional instruction or assistance as necessary. Within the Senior Associate County Attorney position further classification is designated by years of service and advancement is based on combinations of leadership, responsibility, client relationships, caseload, expertise, initiative, community involvement, and other factors.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities:

- Perform all duties of a Prosecuting Attorney pursuant to Idaho Code;
- Provide legal advice on, and defend the County in, matters of civil, constitutional, and administrative law pertaining to contracts, real estate, personnel, purchases, public records, public meetings, ethics in government, and other matters of both short and long-term consequence;
- Manage assigned cases;
- Prepare legal documents, ordinances, resolutions, pleadings, briefs, attorney-client memorandums, opinion letters and other documents in a timely manner;
- Assist all elected and appointed officials in the general operation of their office or department by providing

- legal advice and counsel;
- Initiate and respond to civil and criminal actions on behalf of the County and its elected officials when necessary and appropriate;
- Represent the County in civil forfeiture proceedings, conservatorship/guardianships, public administrator cases, and other civil litigation;
 - Prepare witness list and confer with citizen witnesses, 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, opening and closing statements;
 - Prepare witness 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 practice of criminal and civil law;
- Conduct training for law enforcement agents designed to improve procedures for arrests, searches, seizures, etc.;
- Respond to legal questions from elected and appointed officials by being on call 24 hours per day;
- Respond to legal questions from department heads by being on call 24 hours per day;
- Administer, per the duty roster, weekend mental commitment processes;
- Maintain confidentiality and comply with Idaho Rules of Professional Conduct;
- Perform related duties as required.

Other Duties and Responsibilities

- Exercise direct supervision over attorneys, investigators, and support staff in accordance with Office policies and procedures;
- Participate in interview and evaluation and training of employees;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Criminal and civil law;
- 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 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;
- Maintain effective client relationships without compromising the integrity of the CPPA;
- Work independently and as a team member;
- Screen, prepare, organize, and prosecute or defend civil litigation cases;
- Interview witnesses and complainants;
- Prepare motions, orders, pleadings, and other legal documents;
- Communicate effectively orally and in writing;
- Present statements of fact, law, and argument clearly, logically, and persuasively, orally and in writing;
- Establish and maintain effective working relationships with executives, 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

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

Essential Physical Abilities

- Ability to perform essential duties and accurately 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; talk and hear;
- Sufficient clarity of 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 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.



Douglas W. Robertson
Chief Deputy
Criminal Division

Canyon County Prosecuting Attorney

Bryan F. Taylor, JD, PhD

Canyon County Courthouse • 1115 Albany Street • Caldwell, ID 83605
Telephone: (208)454-7391 • General Fax: (208)454-7474 • Civil Fax: (208)455-6955



Carl Ericson
Chief Deputy
Civil Division

MEMORANDUM

TO: Commissioners Van Beek, Holton, and Brooks

FROM: Carl Ericson, Chief Deputy, Civil Division

DATE: July 12, 2023

RE: Request to Fund an Unfunded PCN for a Civil Deputy Prosecutor position in the Canyon County Prosecuting Attorney's Office

The Canyon County Prosecuting Attorney's Office is requesting that the Board fund an existing position for a Civil Deputy Attorney II, PCN 554, for the remainder of FY 2023. This position was unfunded in March 2022 to take effect from that date through the close of this fiscal year. The work load of the Civil Division has increased since then and there is a significant need to provide more assistance to the Assessor's Office, the Development Services Department and other offices and departments.

CCPA interviewed numerous candidates and an offer has been accepted by a qualified applicant who is scheduled to begin work on Monday, July 31, 2023. The salary range for a Civil Deputy Attorney II is \$83,200 to \$114,816 and the beginning annual salary for this new employee will be \$93,000.

Controller Zach Wagoner estimates that CCPA will have approximately \$322,000 of unspent salary/benefits from the A budget for FY 2023, and that the cost of funding this position for the remainder of FY 2023 will be approximately \$24,000.

Carl Ericson
Chief Deputy, Civil Division