



VALLEY COUNTY JOB DESCRIPTION

Deputy Criminal Prosecutor

Department: Prosecuting Attorney
Date Established: Sept 2026

Reports To: Prosecuting Attorney
Date Revised:

Pay Grade: K
FLSA Status: Exempt

SUMMARY

The Deputy Criminal Prosecutor performs professional legal work in the prosecution of misdemeanor and infraction cases for Valley County. Under general direction, the incumbent evaluates criminal case referrals from law enforcement agencies, determines appropriate charges, and manages all stages of litigation, court appearances, and case resolution. The position requires substantial independent judgment, strong legal acumen, and high ethical standards. Additionally, the Deputy Criminal Prosecutor assumes operational authority on behalf of the Chief Deputy Prosecutor in their absence. Wide latitude is given for independent judgment and initiative.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Handles all misdemeanor, juvenile, and infraction cases through all stages of the proceedings charged by the Valley County Sheriff's Office, the Idaho State Police, the Idaho Department of Fish and Game, and the McCall Police Department for juvenile cases only.
- Reviews police reports, determines appropriate charges, prepares and swears out criminal complaints.
- Researches and analyzes applicable statutes and case law as it applies to criminal cases and maintains a good working knowledge of Idaho Statutes and case law.
- Advises law enforcement agencies regarding investigation and preparation of cases as well as providing general legal education/training to such agencies as necessary.
- Obtains search warrants and assists law enforcement in preparation.
- Responds to and files various pre- and post-trial motions and represents the State in such proceedings.
- Initiates and prosecutes probation violation proceedings, revocation of bond motions, and contempt petitions, as well as various post-conviction proceedings in criminal cases.
- Maintains a positive, professional, and courteous attitude with others.
- Works with the Victim/Witness Coordinator to explain court proceedings to victims, prepare victims and witnesses for any in-court proceedings, and in seeking restitution in criminal matters.
- Reviews documents prepared by legal staff to ensure local rules, proper legal principles, and court procedures are followed.
- Handles all appeals of misdemeanor, juvenile, and infraction cases including drafting and filing appellate briefs and presenting appellate arguments to the District Court.
- Maintains communication and effective working relationships with law enforcement personnel, court personnel, attorneys, witnesses, and the public.
- Maintains 24/7 availability on a rotating schedule to respond to after-hours law enforcement inquiries, search warrants, and active crime scenes.
- Collaborates and works closely with the Chief Deputy Prosecutor, including providing assistance on charging decisions on felony matters. Possible opportunities may also exist with handling felony cases in conjunction with the Chief Deputy Prosecutor, including assisting with preliminary hearings and grand jury proceedings.

- Attends various meetings including the Multidisciplinary Team to discuss child abuse cases and the Command Staff meeting between the Office and law enforcement agencies to discuss issues or concerns.
- Participates or assists in the training of law enforcement with the Chief Deputy Prosecutor.
- Collaborates with the civil division on the handling of mental health holds and child protection hearings.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- Juris Doctor degree from an accredited law school and active license to practice law in Idaho (member in good standing with the Idaho State Bar).
- Prior trial or criminal law practice experience preferred.
- Comprehensive knowledge of federal, state, and local criminal law, criminal procedure, constitutional law, rules of evidence, and prosecutorial ethics.
- Sound understanding of law enforcement protocols, court operations, judicial procedures, and legal terminology.
- Advanced proficiency in legal research, analyzing facts, evaluating evidence, applying relevant precedent, and synthesizing complex information.
- Intermediate proficiency with standard legal office software, case management systems, and meticulous case documentation.
- Demonstrated ability to independently handle judicial proceedings, present evidence, examine witnesses, and deliver persuasive oral arguments before judges and juries.
- Superior verbal and written communication skills, with proven ability to negotiate resolutions effectively and articulate case theory clearly.
- Ability to work autonomously with minimal supervision while collaborating effectively within a team environment.
- Proven capacity to manage high-volume, time-sensitive caseloads accurately while maintaining composure and professionalism under pressure.
- Absolute commitment to honesty, personal integrity, and prosecutorial ethics, with sound judgment regarding community expectations and the broader impact of charging decisions.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit for extended periods, stand, walk, move about the office and courtroom, bend, stoop, kneel, reach with hands and arms, and regularly use hands to type, handle case files, and operate standard office equipment. The employee must frequently lift or move legal documents, binders, and office supplies weighing up to 10 pounds, and occasionally lift or move up to 25 pounds. Position duties require sufficient clarity of speech and hearing to communicate effectively in person, over the telephone, and before a judge or jury, as well as specific vision abilities including close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus to review legal paperwork and electronic evidence.

Work is primarily performed in standard office and courtroom environments with a quiet-to-moderate noise level, but requires local travel to court proceedings, law enforcement agencies, and other off-site meetings, occasionally in inclement weather. The role demands the ability to maintain composure and professional demeanor under high stress, meet strict statutory and court deadlines, and routinely manage emotionally charged or sensitive case materials.