

IDAHO JUDICIAL COUNCIL EXECUTIVE DIRECTOR RESPONSIBILITIES

In 1967, the Idaho Legislature established the Idaho Judicial Council and described its duties in Idaho Code 1-2102:

- (1) Conduct studies for the improvement of the administration of justice;
- (2) Make reports to the supreme court and legislature at intervals of not more than two (2) years;
- (3) Submit to the governor the names of not less than two (2) nor more than four (4) qualified persons for each vacancy in the office of justice of the supreme court, judge of the court of appeals, or district judge, one (1) of whom shall be appointed by the governor; provided, that the council shall submit only the names of those qualified persons who are eligible to stand for election pursuant to section [1-2404](#), [34-615](#) or [34-616](#), Idaho Code;
- (4) Recommend the removal, discipline and retirement of judicial officers, including magistrates;
- (5) Prepare an annual budget request in the form prescribed in section 67–3502, Idaho Code, and submit such request to the supreme court, which shall include such request as submitted by the judicial council in the annual budget request of the judicial department; and
- (6) Such other duties as may be assigned by law.

More particularly, the Executive Director of the Idaho Judicial Council shall:

- Facilitate the judicial selection process, which includes preparing notices of vacancy; communicating with the press, courts, public, and attorneys concerning the vacancy process; conducting background checks on judicial applicants including criminal background checks, tax commission check, state bar, withheld judgment, magistrates commission and credit reporting agency; monitoring attorney surveys; organizing interviews; following-up with the Governor's office and media after interviews, and maintaining records of all vacancies.
- Research and furnish written and informal ethics opinions to Idaho state court judges and summarize the informal ethics opinions annually.
- Consult with the Idaho judiciary regarding questions that may arise regarding the Canons of Judicial Conduct and provide timely, accurate advice regarding compliance with the Canons..
- Effectively educate the Idaho Judiciary, court personnel, the Idaho State Bar, and the Industrial Commission about the Canons of Judicial Conduct and judicial ethics, including regular reports at educational conferences sponsored by the Idaho Courts for judges and court personnel.
- Prepare the Idaho Judicial Council's budget for each fiscal year and present the budget request to the Joint Finance and Appropriations Committee; monitor the status of the budget with liaison from Administrative Director of the Court's Office.
- Communicate with the public and media concerning activities of the Judicial Council, including the publication of the Idaho Judicial Council annual report, and serve as Judicial Council media liaison.
- Facilitate the judicial disciplinary process, which includes meeting with complainants, reviewing judicial complaints, preparing acknowledgments to complaints and disposition memos, conducting initial inquiries and preliminary investigations, facilitating the appointment of and supervising a Special Examiner in the event formal charges are required, following up on all judicial complaints.

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- Serve on Supreme Court and Idaho State Bar committees relevant to judicial recruitment, selection, and discipline.
- Other duties as assigned by the Idaho Judicial Council or Chief Justice.
- Provide office space for the Idaho Judicial Council, a qualified legal assistant who will be available approximately 32 hours per week to provide legal assistant services and Judicial Council receptionist services, and storage for current Judicial Council files and manage archived files.

Qualifications: The Judicial Council is seeking an attorney who has been admitted to practice law in Idaho for a minimum of five (5) years (or an attorney who has retired in the last 3 years and when an active attorney, was admitted to practice law in Idaho for a minimum of five (5) years).

Special Note: The Executive Director may have a private law practice but is not permitted to appear in state court in a contested matter.