City of Thompson Falls
VACANCY ANNOUNCEMENT
October 28, 2026

The City of Thompson Falls is seeking a qualified City Attorney to perform high-level administrative, technical, and professional legal work for the municipality. This position operates independently to prosecute crimes, handle civil lawsuits, draft legal documents, and provide comprehensive legal counsel to city officials.

Responsibilities

- Legal Representation: Appear before the city court and other judicial bodies to prosecute on behalf of the city.
- Council & Administrative Support: Draft contracts and ordinances, provide written legal opinions to the Mayor and City Council, and attend required council or administration meetings.
- Advisory & Compliance: Provide professional advice to department heads and assist directors in ensuring all laws and ordinances are faithfully executed.
- Appellate Notices: Serve the Attorney General within 10 days of filing or receiving any notice of appeal in criminal proceedings.

Minimum Qualifications

- Education & Experience: Juris Doctor (J.D.) degree from an accredited law school and at least three (3) years of experience as a practicing attorney.
- Licensure: Active license to practice law in the state and a member in good standing with the state Bar Association.
- Knowledge & Skills: Considerable knowledge of state municipal statutes, contracting, labor/employment, land use, and traffic laws; strong skill in preparing briefs and complex legal documents.
- Requirements: Valid State driver's license and active malpractice insurance coverage.

The Mayor appoints the City Attorney with the consent of the City Council. The selection process includes a formal application review, education and experience rating, oral interview, and reference checks.

Interested candidates must submit a letter of interest and resume.
Please send to the clerk/treasurer at tfl3557@blackfoot.net