



KOOTENAI COUNTY
invites applications for the position of:

Temporary Clerk/Scanner - District Court

DEPARTMENT:	Clerk - District Court
SALARY:	\$12.50 Hourly
OPENING DATE:	03/19/18
CLOSING DATE:	Continuous
SUMMARY:	

TEMPORARY CLERK/SCANNER – DISTRICT COURT



*****APPLY AT WWW.KCGOV.US AND ATTACH RESUME AND LETTERS OF REFERENCE*****

THE POSITION: Sworn Deputy Clerk, under general supervision of the Court Services Director and direct supervision of the Court Services Manager, this position performs a variety of routine and complex clerical tasks related to all cases brought before District Court.

- \$12.50 per hour
- TEMPORARY – **POSITION ENDS MARCH 30, 2019**
- Full Time / Monday Thru Friday 8am to 5pm
- Benefits: Medical and PERSI Only:
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.32% employer contribution**, and a lifetime payout upon retirement.

View the full [job description](#).

ARE YOU LOOKING FOR A POSITION THAT KEEPS YOU ON YOUR TOES?

- Are you able to type and/or keyboard accurately at a minimum of 60 WPM?
- Are you able to multi-task and retain numerous details?
- Are you able to maintain confidentiality when handling sensitive matters?
- Beautiful area to live and work

DO YOU QUALIFY?

- Do you have a High School Diploma or GED with at least SIX (6) months related experience and or training? **No college degree required**
- Do you possess or have the ability to possess a driver's license and are you insurable?
- Do you have excellent oral and written communication skills?

CONTACT US:

Human Resources (208) 446-1640

kchr@kcgov.us

OUR LOCATION:

Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. [Click here](#) to learn more about living in Kootenai County.

TO APPLY: Apply online at www.kcgov.us. Must successfully pass the County's pre-employment and subsequent drug testing and a background check. May also be required to take a typing test.

EOE/Vets Preference/Drug Free Workplace

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcgov.us/departments/personnel/jobs/>

Position #2018-00028
TEMPORARY CLERK/SCANNER - DISTRICT COURT
CK

451 N Government Way
PO Box 9000
Coeur d'Alene, ID 83816
(208) 446-1640

kchr@kcgov.us

Temporary Clerk/Scanner - District Court Supplemental Questionnaire

* 1. For this application we require a resume and letters of reference. Please verify that you have attached a resume and letters of reference prior to submitting this application.

Yes No

* 2. If you are a veteran, did you attach a copy of your DD214?

Yes No

* Required Question