



KOOTENAI COUNTY
invites applications for the position of:

Court Services Clerk II - Records Dept.

DEPARTMENT:	Clerk - District Court
SALARY:	\$13.90 - \$16.17 Hourly
OPENING DATE:	02/03/21
CLOSING DATE:	Continuous
SUMMARY:	

COURT SERVICES CLERK - RECORDS DEPARTMENT DISTRICT COURT



We would like to invite you to pursue the opportunity to join a team that is long-known for excellence in judicial administration in the State of Idaho.

**APPLY ONLINE AT <https://www.kcgov.us/356/Employment-Opportunities> AND ATTACH
COVER LETTER, RESUME AND LETTERS OF REFERENCE**

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

- \$13.90. to \$16.17 per hour depending on experience
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.94% employer contribution**, and a lifetime payout upon retirement
- Excellent and comprehensive benefits package. For example, employee-only coverage for medical, dental and vision is \$55.33 per month (*nicotine free rate*). View our entire [benefits package](#).
- [Public Student Loan Forgiveness Program](#)

View the full [job description](#).

IS THIS POSITION A GOOD FIT FOR YOU?

- Do you enjoy filing and records management?
- Are you interested in court-related matters?
- Do you enjoy customer service?

DO YOU QUALIFY?

- Do you have a high school diploma or general education degree (GED), and twelve months work experience, or equivalent combination of education and experience?
- Are you able to attend the Idaho Institute of Court Management (ICM) as well as twice yearly attend Distance Learning presented by the Idaho Supreme Court?
- Are you able to type a minimum of **45 words per minute**?
- Are you able to pass a records check?
- Do you possess or have the ability to obtain a valid driver's license, and are you insurable?

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 <https://www.kcgov.us/356/Employment-Opportunities> Attach cover letter, resume and letters of reference. Must successfully pass the County's pre-employment and subsequent drug tests as well as a records check.

EOE/Vets Preference/Drug Free Workplace

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

Position #2021-00013
COURT SERVICES CLERK II - RECORDS DEPT.
CK

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

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Court Services Clerk II - Records Dept. Supplemental Questionnaire

- * 1. For this application we require a cover letter as well as resume and letters of reference. Please verify that you have attached a cover letter, resume and letters of reference prior to submitting this application.

☐ Yes ☐ No

2. Do you type at least 45 words per minute with no errors?

☐ Yes ☐ No

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

☐ Yes ☐ No

* Required Question