KOOTENAI COUNTY
invites applications for the position of:

Booking Clerk

DEPARTMENT: Sheriff’s Office

SALARY: $14.73 - $17.15 Hourly
$30,638.40 - $35,672.00 Annually

OPENING DATE: 02/04/21

CLOSING DATE: 02/21/21 11:59 PM

SUMMARY:

Jail Booking Clerk– Sheriff’s Office

WE WILL TRAIN YOU!

THE POSITION: This position assists detention deputies with the booking and releasing process of inmates through direct contact with inmates, update inmate files and performs a variety of jail related clerical duties.

- $15.23 – 17.65 per hour DOE (includes .50 shift differential)
- 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 medical/dental/vision premium of only $55.33 per month. View our entire benefits package.
- Public Student Loan Forgiveness Program


WE ARE INTERESTED IN CANDIDATES THAT:
- enjoy working in a fast-paced environment
- have good communication skills
- have the ability to multitask while demonstrating accuracy, and an attention to detail

DO YOU QUALIFY?
• Do you have a GED or high school diploma and at least six (6) months of work experience?
• Do you possess or have the ability to obtain a NCIC (National Crime Information Center) certification within six (6) months of hire?
• Do you possess or have the ability to carry and use pepper spray?

CONTACT US:
Sheriff’s Office (208) 446-1306
Marcia Heglie, Personnel Administrator/Administrative Manager
mheglie@kcgov.us

Human Resources (208) 446-1640
kchr@kcgov.us

TO APPLY: Apply online at www.kcgov.us. Must successfully pass the County’s pre-employment and subsequent drug tests.

EOE/Vets Preference/Drug Free Workplace