



**BONNER COUNTY**  
**HUMAN RESOURCES**

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**TO:** All Employees  
**FROM:** Human Resources Department  
**DATE:** March 22, 2021  
**SUBJECT:** JOB ANNOUNCEMENT POSITION

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**Position:** Legal Secretary II  
**Department:** Public Defender's Office  
**Starting Pay:** \$18.00 DOE  
**Closing Date:** Until Filled

**Position Summary:** The primary purpose of this position is to assist the Public Defender and the Deputies in all phases of criminal defense including researching, preparing and executing all documents to the completion of each case. This is an administrative support position that assists and supports the Public Defender's office in its representation of indigent clients in Bonner County.

**Other Information:** Work involves a wide diversity of work situations where regular independent judgment is required to determine practices and procedures within clearly defined parameters. Works independently with limited supervision under the direction of the Public Defender. Communicates regularly with others inside the department, throughout the department, and occasionally with others outside the organization. Work has substantial impact on operations of the Public Defender's Office. Work is typically performed in an office environment with significant ongoing stress due to deadlines and case type. Does not typically involve travel outside local area.

**Specifications:** Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma required and additional post-high school training in legal assistance required.

Minimum two years' experience in same or related field.

Proficient knowledge of the Idaho court system preferred at the time of hire.

A working knowledge of Microsoft Office and other basic software as used in the course of this position.

Ability to accurately and proficiently type at or above 50 wpm using standard keyboards and personal computers.

**To Apply:** Please visit our website at <https://www.bonnercountyyid.gov/departments/HR/current-openings>. Click on APPLY HERE, this will take you to our Munis Self Service system. Follow the instructions to register and apply on line for the position.

**Veteran's Status:** Bonner County will grant a preference to employment of veterans of the U.S. Armed Services in accordance with provisions of Idaho Code § 65-503 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-503 or its successor will be employed.