



KOOTENAI COUNTY
invites applications for the position of:

Recorder's Office Senior Records Clerk

DEPARTMENT:	Clerk - Recorder's Office
SALARY:	\$13.90 - \$16.18 Hourly
OPENING DATE:	03/26/21
CLOSING DATE:	Continuous
SUMMARY:	

SENIOR RECORDS CLERK– RECORDER'S OFFICE



APPLY AT <https://www.kcgov.us/356/Employment-Opportunities>
ATTACH COVER LETTER AND RESUME

THE POSITION: Performs routine to complex clerical and record management duties; researches and maintains routine to complex files, data, and records in support of assigned duties.

- \$13.90 to \$16.18 per hour depending on experience
- Schedule: Monday thru Friday, 8am to 5pm
- 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 (*2021 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 customer service?
- Are you accurate and detail oriented?
- Are you able to multi-task?
- Do you have excellent oral and written communication skills?

DO YOU QUALIFY?

- Do you have a high school diploma or equivalent, and a minimum of 24 months experience, or equivalent combination of education and experience?
- Do you possess or have the ability to obtain a valid driver's license, and are you insurable?

- Are you able to obtain a Passport Acceptance Agent Certification from the U. S. Government?

Per code Federal Regulations, Title 22 Chapter I Subchapter F 5122, Passport Acceptance Agent Must Be:

- (1) a U.S. citizen or a U.S. non-citizen national
- (2) 18 years of age or older
- (3) a permanent employee, excluding ad hoc, contractual, and volunteer employees; and
- (4) not have a record of either:
 - (i) A Federal or State felony conviction; or
 - (ii) A misdemeanor conviction for crimes involving moral turpitude or breach of trust, including but not limited to embezzlement, identity theft, misappropriation, document fraud, drug offenses, or dishonesty in carrying out a responsibility involving public trust.

CONTACT US: Human Resources (208) 446-1640

kchr@kcgov.us

OUR LOCATION: Located in beautiful northern Idaho, and home to approximately 165,000 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 a cover letter and resume to the online application. Must successfully pass the County's pre-employment and subsequent drug testing.

EOE/Vets Preference/Drug Free Workplace

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

Position #2021-00048
 RECORDER'S OFFICE SENIOR RECORDS CLERK
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451 N Government Way
 PO Box 9000
 Coeur d'Alene, ID 83816
 (208) 446-1640

kchr@kcgov.us

Recorder's Office Senior Records Clerk Supplemental Questionnaire

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

☐ Yes ☐ No

2. Are you a US citizen?

☐ Yes

☐ No

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

☐ Yes ☐ No

* Required Question