



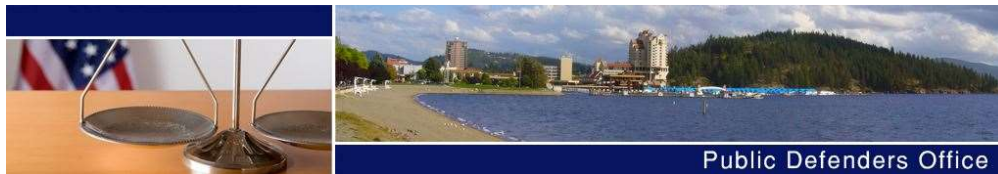
**KOOTENAI COUNTY**  
invites applications for the position of:

## **Sr. Legal Secretary - Public Defender**

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<b>DEPARTMENT:</b>	Public Defender
<b>SALARY:</b>	\$17.21 Hourly
<b>OPENING DATE:</b>	06/18/21
<b>CLOSING DATE:</b>	Continuous
<b>SUMMARY:</b>	

### **SENIOR LEGAL SECRETARY – PUBLIC DEFENDER**



*"The law office of the Kootenai County Public Defender is a family of legal professionals that believes in the rule of law, due process and dignity for all."*

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

Apply for this position if you love a **fun, fast-paced, challenging job**. You will spend your day juggling a variety of tasks and will need to be able to change pace, take on rush tasks and return to a previously started task. You will work directly with a busy attorney and assist with preparing documents, scheduling appointments with clients and organizing information. **The hours fly by** and there is always plenty to do during the workday. The goal of our office is **clients first – we work together as a team** to put our clients first. If you like to work hard and work as part of a team, and you are detail oriented we may be a great fit for you!

- \$17.21 per hour
- 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 (*nicotine free rate*). View our entire [benefits package](#).
- 40 hours of paid vacation after 6 months of full time employment
- [Public Student Loan Forgiveness Program](#)

View the full [job description](#).

### **DO YOU QUALIFY?**

- Do you have an Associate of Science degree in Legal Secretarial Skills and a minimum of 1 year secretarial or clerical experience or a minimum of 2 years senior secretarial experience in a law office?
- Note: Possession of a Paralegal or Legal Secretary degree is preferred
- Do you have excellent oral and written communication skills?
- Do you possess or have the ability to possess a driver's license and are you insurable?

**THIS IS THE JOB FOR YOU IF:**

- You understand **court rules and policies** and have an understanding of **legal terminology and format**
- You enjoy working in a very busy office setting
- You have the ability to independently make decisions and exercise advanced judgment in completing tasks
- You are able to show discretion and deal tactfully with members of the public under stressful situations

**CONTACT US:**

**Human Resources (208) 446-1640**

[kchr@kcgov.us](mailto: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 at <https://www.kcgov.us/356/Employment-Opportunities> **MUST ATTACH COVER LETTER AND RESUME TO ONLINE APPLICATION.** Must successfully pass the County's pre-employment and subsequent drug testing. Must be able to pass a national finger print clearance background 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 #2021-00081  
SR. LEGAL SECRETARY - PUBLIC DEFENDER  
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451 N Government Way  
PO Box 9000  
Coeur d'Alene, ID 83816  
(208) 446-1640

[kchr@kcgov.us](mailto:kchr@kcgov.us)

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**Sr. Legal Secretary - Public Defender 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. Do you have prior legal office experience?

Yes  No

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

Yes  No

\* Required Question