



KOOTENAI COUNTY
invites applications for the position of:

Court Services Float Clerk - Judicial Dept.

DEPARTMENT:	Clerk - District Court
SALARY:	\$15.90 - \$18.50 Hourly
OPENING DATE:	07/13/21
CLOSING DATE:	Continuous
SUMMARY:	

COURT SERVICES FLOAT CLERK – JUDICIAL 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 AT <https://www.kcgov.us/356/Employment-Opportunities> AND
ATTACH: COVER LETTER, RESUME AND LETTERS OF REFERENCE**

THE POSITION: Sworn Deputy Clerk of Court under the direct supervision of the Court Services Director performs a variety of routine and complex clerical tasks related to clerking in court, including hearing preparation and follow-up; complex and detailed dispositional data entry, and the processing of criminal, civil and juvenile cases brought before District Court. Provides relief assistance to all departments of the court.

- \$15.90 to \$18.50 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](#).
- 40 hours of paid vacation after 6 months of full-time employment
- [Public Student Loan Forgiveness Program](#)

View the full [job description](#)

WE ARE INTERESTED IN CANDIDATES THAT:

- Have a high degree of accuracy and considerable knowledge of spelling, punctuation and grammar and working knowledge of modern clerical techniques and procedures
- Can work quickly and accurately, maintain efficiency and professionalism while working under time pressure and deadline
- Have excellent communication and customer service skills
- Can attend the Idaho Institute of Court Management (ICM) and twice yearly Distance Learning presented by the Idaho Supreme Court

- Maintain confidentiality when needed and acts with appropriate discretion

DO YOU QUALIFY?

- Do you have a high school diploma or equivalent?
- Do you have one year of secretarial college or paralegal training?
- Do you have two years of experience as a Court Services Clerk III or equivalent combination of education and experience?
- Are you able to type at least **60 words per minute** with no errors?
- Are you able to work with difficult persons reacting to difficult situations?
- Do you have a valid driver's license and are you insurable?
- Are you able to pass a records check?

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 at <https://www.kcgov.us/356/Employment-Opportunities> and attach a cover letter, resume and letters of reference to the online application. 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 #2021-00014
COURT SERVICES FLOAT CLERK - JUDICIAL DEPT,
CK

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

kchr@kcgov.us

Court Services Float Clerk - Judicial 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 60 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