



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

## **Secretary - Prosecuting Attorney**

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**DEPARTMENT:** Prosecuting Attorney's Office  
**SALARY:** \$12.72 - \$18.45 Hourly  
**OPENING DATE:** 07/15/21  
**CLOSING DATE:** 07/30/21 05:00 PM  
**SUMMARY:**

### **SECRETARY – PROSECUTING ATTORNEY'S OFFICE**



**\*\*\*APPLY AT [WWW.KCGOV.US](http://WWW.KCGOV.US) AND ATTACH COVER LETTER AND RESUME\*\*\***

**THE POSITION** Operates a multi-line telephone system, provides reception to visitors and customers, makes appointments, answers questions and provides essential support for the department. This position forwards compiled information on to screening attorneys under strict time constraints. Also serves as a backup when needed for traffic court.

- \$12.72 to \$18.45 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 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 employment
- [Public Student Loan Forgiveness Program](#)

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

- You are able to type and/or keyboard accurately at a minimum of **60 WPM**
- You are able to maintain composure during stressful situations
- You are able to multi-task in a high volume environment and retain numerous details
- You are able to use diplomacy and discretion in giving out information and in referring and directing callers and visitors

#### **DO YOU QUALIFY?**

- Do you have a High School Diploma or GED with at least six (6) months related experience and or training?
- Do you have a one year certificate in a secretarial program from a two-year college or professional/technical school?
- Do you have knowledge of legal terminology, legal procedures and secretarial office practices?
- Do you have excellent oral and written communication skills?

- Do you possess or have the ability to obtain a valid driver's license, maintain satisfactory driving record and are you insurable?

**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 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 #2021-00080  
SECRETARY - PROSECUTING ATTORNEY  
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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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### **Secretary - Prosecuting Attorney 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 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