



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

## **Juvenile Justice Center Judicial Assistant - District Court**

---

<b>DEPARTMENT:</b>	Clerk - District Court
<b>SALARY:</b>	\$17.58 - \$20.89 Hourly
<b>OPENING DATE:</b>	03/01/22
<b>CLOSING DATE:</b>	Continuous
<b>SUMMARY:</b>	



*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 AND ATTACH: COVER LETTER AND RESUME**

**THE POSITION:** Sworn Deputy Clerk of Court under the direct supervision of the Court Services Director provides full support to the assigned judge in all aspects of processing criminal, civil and juvenile cases. Carries out duties in an independent environment and are therefore required to continuously perform responsibly within all guidelines of law and approved policy. Performs a variety of routine and complex clerical tasks related to clerking in court, manages the judge's office, calendar, files, documents, and all customer service conducted in person, by phone, fax, or mail.

- \$17.58 to \$20.89 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](#).

**DO YOU QUALIFY?**

- Do you have a high school diploma or equivalent? **No degree required.**
- Do you have one year of secretarial college or paralegal training?
- Do you have four years of court-related work experience and two of those years as a Court Services Clerk or Float or equivalent combination of education and experience?
- Are you able to type at least **50 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? (Some convictions may disqualify the applicant from employment)

**WE ARE INTERESTED IN CANDIDATES THAT:**

- Have the ability to read, comprehend, interpret and follow complex oral and written instructions, documents, correspondence, publications and information pursuant to the law and Idaho Court Rules, court and county policies and procedures.
- Are able to produce professional documents from drafts and transcribe dictation
- Have considerable knowledge of legal terminology, trial procedures, operation of the court system
- 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

**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 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> and attach a cover letter and resume to the online application. Must be able to pass typing assessment test. Must successfully pass the County’s pre-employment and subsequent drug tests as well as a records check.

EOE/Vets Preference/Drug Free Workplace

:

:

: