

**Minidoka County Court Clerk
Job Opening Announcement for a Part Time P1osition**

Job Title:	Deputy Court Clerk
Effective Date:	August 2022
Pay Grade/Range:	Starting at \$15.00 per hour, PT, no benefits
FLSA Status:	Non-Exempt/Covered
EEO Category:	Administrative Support

PART TIME: An individual is needed to work part time, less than 19 hours per week; mainly Monday – Friday, between the hours of 8:30 AM - 5:00 PM, in the Magistrate Court office.

Pay is scheduled to start out at \$15.00 per hour.
Application acceptance closes on August 19, 2022.

General Summary of job description: Scan paper court documents into a software program. The position provides light customer service to the general public, attorneys, law enforcement, judges, and other court professionals. The incumbent works under the direct supervision of the Deputy Clerk Supervisor.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent in this position may be required to perform.)

Minimum Qualifications:

Deputy Clerk I Education and Experience:

- A high school diploma or equivalent;
- One year of experience providing administrative support or working in an office;
- The position requires high degree of accuracy and attention to detail;

Knowledge, Skills, and Abilities:

- Knowledge of general office policies and procedures;
- Knowledge of English grammar and punctuation;
- Knowledge of customer service skills;
- Skill in using a computer to enter and retrieve information as well as create routine correspondence or documentation;
- Ability to understand and follow verbal and written directions;
- Ability to maintain professionalism when working with the general public some of whom may be upset or experiencing distress;
- Ability to communicate effectively with customers and co-workers in person and via the telephone;
- Ability to establish and maintain effective working relationships co-workers and customers;
- Ability to maintain confidentiality;

Minidoka County reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major duties and responsibilities of the position.

The Minidoka County is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify Human Resources.

Employment application can be found at: <https://www.minidoka.id.us/DocumentCenter/View/225>

Please complete, attach a resume, and hand deliver to a deputy clerk at:

Minidoka County Magistrate Court, Sherman J Bellwood Judicial Building, 715 G Street, Rupert, Idaho