

**Minidoka County Court Clerk  
Job Opening Announcement**

<b>Job Title:</b>	Deputy Court Clerk
<b>Effective Date:</b>	October 18, 2023
<b>Pay Grade/Range:</b>	<b>Starting at \$15.00 per hour, FT, with full benefits</b>
<b>FLSA Status:</b>	Non-Exempt/Covered
<b>EEO Category:</b>	Administrative Support

**FULL TIME:** An individual is needed to work full time, 37.5 hours per week; mainly Monday – Friday, 8:30 AM - 5:00 PM, give or take 30 minutes each way, with an hour lunch break, in the Magistrate Court office.

Pay is scheduled to start out at \$15.00 per hour.  
Application acceptance is open until position is filled.

**Full Time Employee Benefits include (premiums paid by County):**

- Medical, dental, and vision insurance for the employee paid by County
- Medical, dental, and vision insurance for the employee's family – 40% paid by County
  - Medical – Blue Cross of Idaho/Gem Plan
    - Individual deductible \$400.00
    - Family deductible \$800.00
    - General Office Visit copay \$20.00
  - Dental -Blue Cross of Idaho
  - Vision – Blue Cross of Idaho/VSP
- Public Employee Retirement System of Idaho retirement base plan, employee pays a mandatory 6.71% of gross pay, <https://persi.idaho.gov/>
- Portable life insurance in the amount of \$15,000
- Term life insurance in the amount of \$10,000

**Minidoka County offers access to the following with volunteer payroll deduction (Premiums not paid by County):**

- AFLAC – choice of types of coverages for: accidents, death, cancer, disability, and more
- Washington National – choice of types of coverages for: accidents, death, cancer, disability, and more
- Nationwide Retirement Solutions
- PERSI 401(k) retirement volunteer option
- Portable dependent life insurance and additional employee life insurance
- Mini-Cassia Employee Credit Union
- 10% discount on gym membership through the City of Rupert

**General Summary of job description:** Provides varied administrative support responsibilities for the court. The position provides 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.

**Specialty Areas:** The Deputy Clerk may perform the following duties and responsibilities in one or more of the following court areas: Criminal, Civil, Juvenile, Family Court, Child Protection, Guardianship Conservatorship, or other areas of the court.

**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.)

#### Deputy Clerk

- Accept and record documents filed with the court in person and through e-filing;
- Access electronic records and reviews documents for accuracy and completeness;
- Process paper and electronic documents according to business standards;
- Annotate and e-mail documents;
- Process documents from workflow queues determining appropriate next action;
- Prepare and scan documents and provides appropriate security;
- Answer questions from the public in person and on the telephone or refers to the appropriate resource;
- Create forms, form letters, and other similar court documents;
- Prepare minutes and orders;
- Collect fees and fines;
- Enter and maintain information in the case management system;
- Research records requests;
- Run reports from the case management system;
- Maintain files and other records;
- Read and route incoming mail;
- Assist with difficult customer service issues;
- Prepare in-court minutes.

#### **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 learn and understand court policies and procedures;
- Ability to use sound judgement in applying existing policies and procedures to complete tasks;
- Ability to review complex documents for accuracy and completion;
- 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;
- Ability to balance a till and county money.

*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