

## NOTICE OF JOB OPENING

### LEMHI COUNTY

### RECORDS /COURT CLERK

The full time (40 hours per week) position will start as soon as possible.  
Hours are 8-5 M-F.

Beginning salary will be between \$17.00 to \$18.00 per hour depending on experience. The county provides health insurance coverage for the employee. The employee may purchase dental, vision, and family health coverage through the cafeteria plan. The county also participates in the Public Employee Retirement of Idaho plan and offers Vacation and Sick Leave.

A six-month probation period will begin at the start of employment. Supervisor may conduct monthly performance reviews.

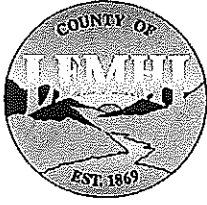
Resumes will be accepted through March 1, 2024 or until filled at Lemhi County Clerk's Office or can be emailed to [clerk@lemhicountyidaho.org](mailto:clerk@lemhicountyidaho.org)

See Attached Job Description.

Applicants may be subject to criminal background check & drug screening.

Lemhi County is an equal opportunity employer and all selection of Lemhi County employees will be made without regard to race, religion, sex, age, or national origin.

Lemhi County will accord a preference to employment of veterans of the U.S. Armed Services in accord with provisions of Idaho Code Title 65, Chapter 5 or its successor.



## **LEMHI COUNTY**

**Class Title: Deputy Archivist / Court Clerk**

**FLSA Designation:**

**Pay Grade: 3**

### **Purpose Of Class/Primary Function**

The primary function of this position is to archive court and clerk documents. You will also learn some of the basics in the courts. Duties included but not limited to take court payments, answer phones, assist in court proceedings where needed, filing and bailiff. The work is performed under the supervision of the County Clerk with considerable latitude allowed for independent judgment and initiative, within established guidelines and legal procedures. The principal duties of this class are performed in a general office and courtroom environment.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Scanning of court files to the Enterprise Justice system.
- Provides public assistance in person and on the phone;
- Accept court payment
- Attends Court hearings and proceedings, operates and monitors recording equipment, takes minutes during hearings;
- Files and retrieves case files;
- Files stamp documents and conforms copies when necessary;
- Assists the public with questions and directions; Explains judgments and documents to defendants;
- Locates and distributes case files to judges, courtrooms, court personnel, attorneys, and the public;
- Establishes small claims court case files with appropriate paperwork, sets case for arraignment;
- Processes and distributes files of scheduled cases and related legal documents to judges, attorneys, Sheriff's office, court personnel and other appropriate persons;
- Performs data entry of case information;
- Receives, logs, processes, and prepares a variety of legal and court documents; prepares documents, judgments, findings, orders, commitments, and related documents for signing and processes distribution;
- Performs data entry, logging cases into centralized records (ENTERPRISE JUSTICE) system, and updating as needed;
- Tracks case files to ensure hearings and procedures are held in accordance with prescribed timelines;
- Maintains strict confidentiality in all cases.
- Fill in at the Clerk's Office if needed.

### **Other Duties and Responsibilities**

- Copies data disks and prepares reports;
- Performs other related duties as required.

### **Expectations for All Employees**

Lemhi County  
Established: 9/09  
Revised:

Deputy Court Clerk

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- Works well under pressure and maintains a calm and professional demeanor under stressful and adversarial conditions;
- Recognizes and analyzes a problem, identifies causes, creates possible solutions and constructs a logical path for resolution and implementation;
- Consistently demonstrates a positive and cooperative attitude when working with fellow employees to accomplish duties required of the department and the County;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Performs exceptional customer service, answering correspondence and responding to telephone calls and e-mails in a courteous and timely manner; prepares and generates reports as needed;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Works cooperatively with all County departments and fills in or cross-trains with other positions as necessary;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

## **Competency Requirements**

### Knowledge of:

- Court and related judicial system operations, legal processes, procedures, methods, legal terminology, and policies;
- Applicable federal, state, and local Court statutes, codes, and ethical standards;
- ODYSSEY computer system;
- Customer service procedures, techniques, and objectives;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- Transcription and preparation of court and legal documents, findings, orders, correspondence, and related documents;
- English grammar, spelling, punctuation, and composition.

### Ability to:

- Perform the duties of an in-court clerk, including maintaining a professional demeanor during emotional and/or stressful proceedings;
- Work independently;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required;
- Prepare court and legal documents, following a prescribed format to ensure accuracy and compliance with legal requirements and standards;
- Organize and prioritize documents, files, and charges;
- Communicate information and ideas in speaking and writing so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts.
- Develop and maintain working relationships with federal, state and local public and private representatives and organizations and other County employees;
- Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public;

- Plan and organize work independently;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Maintain individual and Court confidentiality.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required, and
- Two (2) years administrative/clerical work experience, preferably in a court or legal setting; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, record and transcribe minutes and to communicate effectively in person and on a telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review paperwork and establish case files with appropriate documentation;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other related office machines;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, and perform repetitive motions with hand/wrist/arm movements.

I/we have read the draft class specification/job description and made revisions as needed (either by "tracking" changes in Word Office or writing clear, legible revisions where noted). I/we agree that the draft with revisions represents a current accurate description of this classification's primary function, required minimum qualifications and knowledge sets, and essential physical abilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date