



## Twin Falls County Administrative Specialist

<b>SALARY</b>	\$17.41 Hourly	<b>LOCATION</b>	Twin Falls County, ID
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	202600014
<b>DEPARTMENT</b>	Adult Probation (Magistrate)	<b>OPENING DATE</b>	03/05/2026
<b>CLOSING DATE</b>	3/12/2026 10:00 PM Mountain		

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### Position Information

Apply ONLINE at [www.twinfallscounty.org](http://www.twinfallscounty.org)

**Testing is required for this position. We must receive your test results by the posting deadline for you to be considered for this position.** Testing is conducted by the Idaho Department of Labor Magic Valley Office. Their hours are Monday –Friday from 8 a.m. – 5 p.m. To receive the testing links; call 208-735-2500, email [magicvalleymail@labor.idaho.gov](mailto:magicvalleymail@labor.idaho.gov) , or visit the Department of Labor Magic Valley Office at 458 Parkview Loop E in Twin Falls.

**Please note:** If you took tests through the Department of Labor for a company other than Twin Falls County, your tests scores are not automatically sent to us and you will need to mail, email, or fax them to our office **before** the posting deadline to be considered for this position.

**Tests required: Administrative Assistant, Money Handling, General Typing (5 min)**

Tests will be kept on file for six (6) months. When you retest, we will use your most recent test score for each position for which you apply.

### Job Description

#### **CLASSIFICATION SUMMARY**

Performs administrative and clerical duties and may be assigned as a specialist in the services offered by the assigned department. Employees in this class perform a wide range of office support functions using independent judgment in applying existing policies and procedures to complete assignments. This involves knowledge of multiple procedures and program guidelines to make decisions. Employees respond to non-routine inquiries and explain department services, policies, procedures and rationale for decisions to customers. Employees typically utilize a variety of computer operations and/or specialized software to complete daily assignments. The classification's primary and diverse duties include creating, reviewing and processing documents and records, identifying and correcting errors and omissions on documents received from staff, and/or public, performing data entry, maintaining records, scheduling appointments and making travel arrangements. Work is usually performed in or near a front counter or office where customers can easily be accommodated.

## Duties / Responsibilities

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *(illustrative only and may vary by assignment)*

- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, and provides referrals to other departments or staff as needed;
- Inputs new client files;
- Inputs client drug test activity;
- Reviews client's judgment to give client proper paperwork to complete;
- Meets with and distributes documents to probation officer;
- Provides customer service to explain processes and procedures;
- Sets appointments for designated staff;
- Takes minutes and transcribes records of meetings;
- Accepts and/or reviews paperwork/applications from customers;
- Compiles, copies, sorts and files/records of office activities, business transactions and other activities;
- Provides clerical and support services to staff members as needed, including but not limited to, taking messages, setting appointments, providing information, processing and preparing documents and correspondence, screening and distributing mail, preparing and tracking mailings, and inputting data into central computer system;
- Maintains accurate and complete records, files and documentation;
- Prepares logs and/or reports;
- Serves as cashier to accept and receipt monies;
- Reconciles cash drawer daily and submits report to appropriate departments;
- Creates word processing documents and spreadsheets and/or works with specialized department software;
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **SECONDARY DUTIES AND RESPONSIBILITIES:**

- May need Notary Public certification;
- Performs other duties as assigned.

## Qualifications

### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

### **Knowledge of:**

- Idaho and County judicial system;
- Current office practices and procedures, including data entry;
- Record keeping and filing practices and procedures;

- English grammar, spelling, punctuation, and composition;
- Customer service skills;
- Customer service procedures, techniques, and objectives;
- Operation of a personal computer and job-related software applications.

**Skill and Ability to:**

- Interview clients and schedule drug tests.
- Compete data entry and schedule appointments.
- Maintain relationships with co-workers, probation officers and other involved individuals.
- Provide effective customer services with patience and accuracy.
- Assess problem situations and develop effective answers, with or without the supervisor's help.
- Perform duties with accuracy and attention to detail.
- Prepare reports on activities as requested.
- Enter and retrieve data accurately and efficiently into a computerized system.
- Establish and maintain accurate records and files, both computerized and hardcopy.
- Speak clearly and communicate accurate information to others.
- Use English to communicate effectively with others.
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow verbal and written instructions.
- Work independently and exercise initiative, with general guidance and supervision.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

- High school diploma or GED;
- One year's experience in an office, preferably in the public sector; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

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**Employer**

Twin Falls County

**Address**

P.O. Box 126

Twin Falls, Idaho, 83303

**Phone**

208-736-4174

**Website**

<http://www.twinfallscounty.org>