

Shoshone County
Deputy Clerk – Court Records

Position Opening

Shoshone County is accepting applications for Deputy Clerk - Court Records. Primary function of the Court Records Deputy Clerk is to process court related documents for the First Judicial District in Idaho. The primary responsibility is to open and process cases, accepting and receipting fees and payments, scheduling court dates, and preparing legal documents and court and judicial orders. This includes but is not limited to Citations, Infractions, Misdemeanors, Felony, Criminal, Civil and Juvenile cases that are filed in Magistrate and District Courts.

This position will also back up the Jury Commissioner as needed and will be required to work closely with other Court Deputy Clerks to ensure all aspects of the jobs are completed according to Idaho Statutes.

Applicant **must** have the following skills: High School diploma or equivalent, two years Legal Assistant or Administrative Assistant, and accounting experience preferred for reconciliation of payments collected. Pass a pre-employment drug test. A job description is available. Wage is \$18.99 per hour with increase after 3 months to \$20.25 per hour. Full-time position with benefits that include medical, dental, vision, and retirement. Work schedule is Monday – Friday, 8:00 am to 5:00 pm with an hour lunch.

The required application form may be obtained on the Shoshone County website www.shoshonecounty.id.gov or from the Shoshone County Clerk and it must be returned to the Clerk's office, 700 Bank Street, Suite 120, Wallace, ID 83873 (208) 752-1264. Applications will be accepted until filled. Equal Opportunity Employer.