Twin Falls County

Administrative Judicial Specialist - Civil Clerk

SALARY	$20.04 Hourly	**LOCATION**	Twin Falls County, ID
JOB TYPE	Full-time	**JOB NUMBER**	202600096
DEPARTMENT	Clerk / Auditor / Recorder	**OPENING DATE**	10/29/2026
CLOSING DATE	11/5/2026 10:00 PM Mountain		

Position Information

Apply ONLINE at 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 , or visit the Department of Labor Magic Valley Office at 458 Parkview Loop, Twin Falls, ID 83301.

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: Clerk Data Checking, Money Handling, Typing, Contact Data Entry

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

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 requires in-depth knowledge of multiple policies and procedures 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 the public, performing data entry, maintaining records, and scheduling court hearings. 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) :

- Communicates regularly by phone with attorney offices and the general public;
- Reads and routes incoming mail;
- Reviews documents for accuracy and completeness before filing them with the court;
- Accepts and files documents with the court that are filed traditionally or through e-filing;
- Ensures the appropriate filing fees are paid;
- Takes payments, manages and reconciles till;
- Processes paper and electronic documents according to business standards;
- Enters and scans traditionally filed documents into Odyssey and provides appropriate document security;
- Routes documents to appropriate workflow queues;
- Processes documents from workflow queues and determines appropriate next action;
- Annotates and serves documents by mail or e-mail;
- Handles scheduling and record keeping of parenting and child classes for family law type cases with team members;
- Creates forms, form letters, and other similar court documents;
- Sets hearings on cases and notifies parties involved;
- Clerks Small Claims Court;
- Serves as back-up in-court clerk;
- Handles paperwork and exhibits for cases in court.

General Administrative Judicial Specialist Duties and Responsibilities:

- Communicates by phone, greets customers, provides general information to the public, answers questions and inquiries, and provides referrals to other departments or staff as needed;
- Interacts with customers with courtesy, tact, and diplomacy;
- Provides clerical and support services to staff members as needed;
- Enters and maintains accurate data and complete records, files, and documentation;
- Performs time management and scheduling functions, and meets deadlines;
- 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 departments and County employees as needed or requested;
- Operates recording, scanning, computer, and office equipment;
- Cross-trains and assists other employees;
- Performs other duties as assigned;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

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 and be successful in the position.

Knowledge of:

- Customer service procedures, techniques, and objectives;

- Court processes and procedures;
- General office practices and procedures;
- Legal documents, terminology, and protocols;
- English grammar, spelling, punctuation, and composition;
- Basic accounting and cash handling;
- Operation of a personal computer and basic software applications.

Skill and Ability to:

- Provide exceptional customer service;
- Maintain integrity and a professional demeanor at all times;
- Use good judgment to make sound and reasonable decisions, and problem-solving skills to respond to customer needs;
- Assess problem situations and develop effective answers, with or without the supervisor's help;
- Express ideas clearly and concisely, verbally and in writing;
- Explain information in an understandable manner;
- Work effectively with co-workers, staff, and members of the public in a professional and collegial manner;
- Perform duties with accuracy and attention to detail;
- Remain motivated and focused in a repetitive work environment;
- Follow verbal and written instructions;
- Organize and prioritize work;
- Read and interpret complex rules and statutes;
- Maintain up-to-date knowledge of policies and procedures related to assigned function;
- Review documents for accuracy and completeness;
- Type 30 WPM;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High School diploma or GED;
- One years' 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 be considered;
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Employer

Twin Falls County

Address

P.O. Box 126

Twin Falls, Idaho, 83303

Phone

208-736-4174

Website

http://www.twinfallscounty.org