



# JOB DESCRIPTION

Job Title: Deputy Clerk  
FLSA Status: Non-Exempt, Full-time with Benefits  
Supervisor: Elected Clerk of the District Court  
Hiring Wage: \$17.00-\$18.00 DOE  
Closing Date: Open until filled

## General Summary:

Performs a variety of duties related to the court systems. Work is performed under well established guidelines set forth by Idaho Code and requires a high degree of accuracy and attention to detail.

## Essential Functions:

- Assist the general public with court related inquiries
- Accept and process payments for citations, fines and restitutions
- Perform record searches for criminal and civil files
- Review criminal and civil documents and verify accuracy
- Handle Database Management for case files

## Additional Functions:

- Cross train in other areas to perform the work of absent employees
- Other duties as assigned by supervisor

## Job Requirements:

- Professional communication skills
- Basic knowledge of legal procedures, documents, and terminology
- Skill in the operation of computers
- Ability to maintain a high degree of accuracy and attention to detail
- Ability to understand and follow verbal and written directions
- Ability to communicate verbally and in writing
- Ability to maintain confidentiality
- Ability to handle money accurately and make proper change
- Ability to operate office equipment
- Ability to maintain harmonious working relationships with other employees and the public

## Education, Certification, and Experience Requirements:

- High School Diploma or General Education Degree; Post-Secondary Education preferred but not required. Spanish preferred but not required.

**Submit Cassia County Job Application and Resume to:**

**[cassiaclerk@cassiacounty.org](mailto:cassiaclerk@cassiacounty.org)**

**Posted 12/02/2021**



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## Work Environment and Physical Demands:

- Work is performed primarily in an office environment and is subject to inside environmental conditions
- May be required to lift or move up to 25 pounds
- Requires sufficient personal mobility and physical reflexes which permits the employee to function in a general office environment to accomplish tasks

## Disclaimer:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

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