



BINGHAM COUNTY

Is recruiting for the Position of

DEPUTY COURT CLERK

December 4th 2024

Starting Salary Range: \$17.32 to \$18.36 - Hiring Step DOQ/DOE

Full time - County Benefits Included:

Including 13 Paid Holidays/6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)

Closing Date: Open Until Filled

Pay Grade: N13

FLSA Designation Non-exempt

Purpose Of Class/Primary Function

The principal function of an employee in this class is to perform a variety of complex clerical, secretarial, administrative and office support duties following established guidelines and procedures to expedite the caseload and proceedings and maintain the processes, procedures, and protocols of the District and/or Magistrate Court, as assigned. A Deputy Court Clerk may be assigned to a specific area such as civil, criminal, domestic relations, juvenile, child custody, special proceedings, traffic, small claims, misdemeanor, or felony cases, or a related area; Deputy Court Clerks are cross-trained into other assignments or fields. The work is performed under general supervision of the County Clerk and direct supervision of the Court Supervisor. The principal duties of this class are performed in a general office and courtroom environment.

Essential Duties and Responsibilities (will vary by assignment)

- Processes cases filed in District and/or Magistrate Court including, but not limited to, opening new case files; receiving, logging, and filing case documents; determining, assessing, and collecting fees; coding and entering case files into central tracking system; scheduling hearings; preparing case file and document copies; assessing and collecting copy fees; data entry; and issuing summons and subpoenas;
- Determines custody status of defendant, need for arraignment, and ensures all required documentation for arraignment is complete and current;
- Attends Court hearings and proceedings, operates and monitors recording equipment, takes minutes during hearings, swears in witnesses, marks and logs in evidence and exhibits, enters case disposition into central records system including future hearing schedule; and creates a log of all testimony proffered as the official record of a Court proceeding;
- Processes and distributes incoming and outgoing case files, documents, and correspondence; processes incoming files to determine status and required actions; determines if affidavits, reports, and related documents are current;

- 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;
- Locates and distributes case files to judges, courtrooms, court personnel, attorneys, and the public;
- Performs data entry, logging cases into centralized records (Odyssey Case Management System), and updating as needed;
- Tracks case files to ensure hearings and procedures are held in accordance with prescribed timelines;
- Prepares court calendars and schedules;
- Processes dismissed cases to ensure proper closure;
- Administers warrants including warrants issued, recalled, and served; assures accounting for original warrant documents; ensures warrants are properly docketed and entered in warrant book; coordinates warrant service with warrant officers and arraignment clerks;
- Prepares and issues summons, subpoenas, writs, and related orders, including distribution to service officers or agencies, entering data into tracking systems, and coordinating service with warrant officers and arraignment clerks;
- Processes cash and property surety bonds, fines, restitution, and court-ordered payments, ensuring payments are posted to proper case;
- Receives and documents cash bonds and enters bonding data and updates into central tracking computer; processes bond notices to jail for defendant release;
- Receives payments for fines, forfeitures, and related costs and fees; credits payments to proper case; enters data into central data system; prepares daily list of receipts;
- Pursues financial collections;
- Processes appeals, including preparing notices, collecting fees, copying files and documents, and forwarding files to the proper Court;
- Answers inquiries, provides information on scheduling and other court proceedings, locates files, provides documents, and prepares copies, including certified copies, to the public, judges, attorneys, court personnel, law enforcement agencies, and other interested and affected parties;
- Monitors court calendar and determines daily need for jurors and bailiffs; schedules jurors and bailiffs; maintains record of juror attendance; enters records of jury service into central records system, including juror payments;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

Other Duties and Responsibilities

- Assists in training new employees and/or cross-training Deputy Clerks;
- May direct fellow employees in special projects;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Court and judicial system operations, processes, procedures, protocols, terminology, and policies;
- Applicable federal, state, and local Court codes and standards;
- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office equipment;
- Operation of court recording equipment;
- Operation of a personal computer and job-related software;
- Preparation and maintenance of records, files, reports, court calendars, and schedules;
- Basic cash handling, and bookkeeping methods and procedures;
- Basic mathematical processes;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures.

Ability to:

- Maintain and prepare files, documents, records, and databases;
- Review files and determine their content and completeness and perform follow up work as needed;
- Provide excellent customer service;
- Operate standard office equipment, a personal computer, and program applications appropriate to duties;
- Operate specialized court recording and transcription equipment;
- Enter data accurately into court computer system;
- Prepare court and legal documents, following a prescribed format to ensure accuracy and compliance with legal requirements and standards;
- Maintain and prepare files, documents, records, and databases;
- Perform basic cash handling, bookkeeping, and accounting functions;
- Type and perform word processing functions with speed and accuracy;
- Establish and maintain effective working relationships with the public, attorneys, court personnel, law enforcement agencies and personnel, local elected and appointed officials, and subordinates and other County employees under occasionally stressful conditions;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Communicate effectively both orally and in writing;
- Understand and follow oral and/or written policies, procedures and instructions;
- 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 project priorities;

- Work well under pressure and maintain a calm and professional demeanor, under stressful or adversarial conditions;
- Maintain individual and Court confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and training in court procedures or office practices is required and,
- Three (3) years of legal secretary, court clerk or related experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Special Qualifications

- Must be bondable.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with the public and other employees in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review, prepare, and evaluate documents and file them in a prescribed order, and organize and file documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard office equipment, specialized court recording and transcription equipment, and a motor vehicle;
- Sufficient strength to lift and carry objects up to 25 pounds occasionally;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to lift up to 25 pounds, to sit and work at a keyboard for an extended period of time, and work in an office and courtroom environment.
- Jobs in this class require, with or without reasonable accommodation, lifting or moving up to 25 pounds occasionally. The employee is regularly required to stand; walk; sit; bend; stoop, crouch, and stretch. The employee is frequently required to use hands to operate a computer keyboard, standard office equipment, and specialized court recording and transcription equipment; to handle or feel; and to reach with hands and arm

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, as well as medical, dental, vision and life insurance, paid parental leave. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.binghamid.gov then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will be directed to our Benefits page.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov.

When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.

Items that must be attached to the Application

Valid Idaho Driver's License
Resume

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting.