

**Idaho County Court Services**  
**320 W. Main, Room 28**  
**Grangeville, ID 83530**  
**Phone: 208.983.0339 Fax: 208.983.0529**

**NOTICE OF POSITION OPEN**

**Job Title:** Court Service Officer/Administrative Assistant

**Salary:** \$10.50 - \$12.50 hour depending upon education and experience. Non-exempt position, Full time with benefits. No overtime pay is available.

**Probationary Period:** 6 month probationary period

**Application Deadline:** **Friday, June 16, 2017 at 5:00p (Pacific)**

Applications may be obtained and must be turned into:

Idaho County Court Services, 320 W. Main Room 28, Grangeville ID 83530  
Email: nmcdonald@idahocounty.org

Resume are also encouraged

**Minimum Qualifications:** This position requires a minimum of an AA/AS degree or a High School diploma with additional experience working in an office setting. Preference will be given to those who have worked in legal or court environments or community based corrections. Must be at least 21 years of age and possess excellent interpersonal skills and the ability to work with a diverse population. Must have excellent verbal and written communication skills. Previous experience working with difficult people and conflict resolution is preferred. Computer experience and proficiency using Microsoft programs is required. Knowledge of specific court and probation software a plus. Must complete criminal background investigation.

**Position Description:** This position assists in holding misdemeanor offenders accountable for their delinquent behaviors by ensuring offenders comply with terms ordered by the Magistrate Court. Manages a case load of Level 1 misdemeanor offenders by providing compliance monitoring. Duties include creating and maintaining digital and paper files, collateral contact with service providers and other involved parties, correspondence, tracking court ordered sanctions, preparing affidavits and probation violations and other duties as assigned. May be required to testify in Court regarding offender compliance with terms of probation. May also be required to assist in offender drug testing. This position also provides primary administrative assistant duties to the Director and Juvenile Probation Officer. Responsibilities include answering the phone, monitoring the office, scheduling appointments, typing correspondence, preparing reports, and electronic records maintenance. Position requires the use of both the Courts data system (ISTARS) and the Juvenile Probation system (IJOS) as well as Word, Excel and PowerPoint. May be required to work unsupervised due to schedules of the Director and Probation Officer. Will perform other duties as assigned.