

## **District Court Employee Supervisor/Lead Clerk**

Job duties: Supreme Court Contact Person; Monitor changes to rules, fees, court costs, etc.; Review weekly newsletter and route to other clerks for review; Coordinate time-off & review timesheets; Keep court costs sheet updated to reflect current amounts; Supervise other Deputy Clerks by setting clear expectations, providing tools and training as it is available, communicating effectively, delegating tasks, monitoring job performance, providing feedback and fostering a positive environment; Prepare end-of-month financial reports; Meet with Elected Clerk as needed to review concerns and/or update regarding office operations.

Other Responsibilities: The Lead Clerk is the person who sets the tone for the entire office. As such, this person should be the first to volunteer to step in and help wherever needed, while also developing a plan for cross-training and encouraging other Deputy Clerks to learn and become proficient at other desks. This person must be willing to take on challenges, find solutions, lead by example and work toward creating and maintaining a positive work environment. The primary goal of the Lead Clerk should be to make sure that everyone in the office is meeting their potential as a valuable member of the team.

## **District Court Employee District Judge Clerk**

Job Duties: Secretary/Clerk for District Judge; Scheduling Court Calendar for District Court; Complete forms/notices as required; back-up for Magistrate Court; Manage Archives; cover for Magistrate Court cases when needed; monitor online filing system; answer phones & wait on counter as needed; keep case queue up to date; serve as a contact for Probation & Parole; any other duties assigned.

## **District Court Employee Magistrate Judge Clerk**

Job Duties: Secretary/Clerk for Magistrate Judge in Criminal matters; clerk for magistrate criminal and preliminary hearings; set up court files; attend court hearings, prepare court minutes, manage court files; serve as a contact with Misdemeanor Court Services (Probation); answer phones & wait on counter as needed; keep case queue up to date, cover District Court when needed; any other duties assigned.

## **District Court Employee Magistrate Civil Clerk**

Job Duties: Secretary/Clerk for Magistrate Judge in Civil matters; Set up Civil Court case (collections, small claims, divorces, estates, guardianships, conservatorship, child protection, hospitalization, etc.) Manage Civil Magistrate Court files to include processing documents submitted through the online filing portal and documents signed by the judges in the civil queue; Processing and managing Child Protective

cases; Attend court hearings and prepare court minutes; provide assistance at the counter, particularly in terms of Civil Court filings; Process protection orders as a priority and deliver copies to the Sheriff's Office as soon as possible; Cover in District Court when needed; Keep case queue up to date; Answer phones & wait on front counter as needed; any other duties assigned.

**District Court Employee  
Magistrate Traffic Clerk**

Job Duties: Check with Sheriff's Office every morning to see if there are new in custody and set those cases up so those in jail can be seen by the Judge; Attend initial arraignment of those in custody; process citations (e-cites and hard copy) and Criminal case filings; process fine and citation payments; Overdue processing; keep queue updated; process payment extension requests; file court documents; answer phones & wait on counter; any other duties assigned.

**District Court Employee  
Magistrate Juvenile Court Clerk**

Job Duties: Clerk for Magistrate Judge in Juvenile Criminal matters; set up court files; attend court hearings, prepare court minutes, manage court files; serve as a contact for Juvenile Court Services (Probation); maintain confidentiality; any other duties assigned.

**District Court Employee  
Jury Commissioner**

Job Duties: Maintain the Jury Management System; set up yearly jury pools; send out juror qualification questionnaires; process questionnaires when returned; pull potential jurors and send out summons when a trial is set; record and test messaging on the Jury Management System; prepare juror payment documentation for processing by the Auditor's Office; process requests for excusal or disqualification; monitor the dedicated jury email address and respond as needed.

**District Court Employee  
Appeals Clerk**

Job Duties: Process all notices of appeal filed and forward to the task queue to the Supreme Court; prepare the Clerk's record, transcript record, confidential record, sealed records and exhibit records and send to parties and the Supreme Court.

## **District Court Employee Cover Clerk**

Job Duties: Schedule hearings, complete forms/notices, record hearings and take minutes when the District or Magistrate Court Clerk is unavailable; process payments; answer phones; set up new cases; prepare end-of-month financial reports and daily balancing if needed; monitor online filing system; monitor District Court dedicated email and respond as needed.

## **District Court Employees All Other Duties**

It is the vision and goal that all Idaho County offices operate with the efficiency of a team. As such, District Court employees work together to provide coverage and cross-training in the event a member of the team is absent. This is important whether the absence is for a day, a week, or an extended period of time. Examples of responsibilities/tasks that require immediate coverage are monitoring the online filing system, balancing tills, answering phones, assisting at the counter, monitoring email and providing support for both local and visiting judges. Additionally, District Court employees are often called on to assist the public and attorneys with various aspects of court operations.