

# **WELCOME TO BANNOCK COUNTY**

## **CURRENT OPENINGS (as of 8/30/2018)**



**PLEASE NOTE:** We have three different application forms. You must use the correct application form for the position you are interested in. Please use the application that is indicated by the position announcement below. You can download the applications from the County Website, [www.bannockcounty.us](http://www.bannockcounty.us); or you can pick up the application forms at the Human Resource Office, 5500 S. 5<sup>th</sup> Ave.

**Please click on the job title for a complete job description.**

### **Full Time Positions**

(These are full time positions with County Benefits.)

1. **Motor Vehicle Technician – Salary: \$13.73/hr. – Requires the General Application Form.**
2. **Planning and Development Services Director –Salary: \$29.98/hr. – Requires the General Application.**
3. **Equipment Operator – Salary: \$16.81/hr. – Requires the General Application Form.**
4. **Property Appraiser Trainee – Salary: \$16.81/hr. – Requires the General Application Form.**
5. **Sr. Administrative Assistant – Deputy Clerk – Courts – Salary: \$14.69/hr. – Requires the General Application Form.**
6. **Director of D6 Treatment Program – Salary: \$29.98/hr. – Requires the General Application Form.**
7. **Deputy Public Defender Misdemeanor – Salary: \$52,478.40/Annually - This is a grant funded position. – Requires the General Application Form.**
8. **Communications Specialist – Salary: \$16.81/hr. – Requires the Sheriff Department Application.**
9. **Accountant/Deputy Auditor – Salary: \$22.03/hr. – Requires the General Application Form.**
10. **Judicial Staff Attorney – Salary: \$24.74/hr. Exempt – Requires the General Application Form.**
11. **Detention Deputy (Male and Female) – Salary: \$18.00/hr. - Requires the Sheriff Department Application Form.**

### **Part Time Positions**

(These are part time positions, up to 19 hours per week.)

1. **Part Time Custodian – Salary: \$10.49/hr. – Requires the Sheriff Application Form.**
2. **On-call Juvenile Attendant (Female and Male) – Salary: \$14.69/hr. - Requires the Juvenile Justice Application.**

### **Temporary Positions**

(These are temporary positions, less than 5 months, less than 120 hours per calendar month.)

1. **Temporary Landscape/Maintenance Work – Salary: \$11.23/hr. - Requires the General Application Form.**

Feel free to contact our office for more information, or if you have any questions.  
Bannock County Human Resources/Risk Management Office is staffed by:

**Bobette J. Wilson**, Human Resource/Risk Management Director  
(208) 236-7217 or e-mail: [bobettew@bannockcounty.us](mailto:bobettew@bannockcounty.us) FAX: 236-7022

**Ruth Ogle**, Human Resource Management Assistant  
(208) 236-7297 or e-mail: [rutho@bannockcounty.us](mailto:rutho@bannockcounty.us): FAX: 236-7022

Office location/mailling address: *Bannock County Human Resources/Risk Management  
5500 S. 5<sup>th</sup> Ave, Pocatello, ID 83204*

**Veteran's Preference Given Pursuant to Idaho Code.  
Bannock County is an Equal Opportunity Employer.**

## **BANNOCK COUNTY**

### **MOTOR VEHICLE TECHNICIAN**

Department: Assessors

Grade: 5; \$13.73/hr.

Opening Date: 8/30/18

Closing Date: Until Filled

(This is a full time position with Bannock County benefits.)

#### **Purpose of Class**

Assists the public with motor vehicle registration and titles; performs related work as required.

#### **Primary Function**

The principal function of an employee in this class is to provide effective customer service in new and renewal motor vehicle registrations and titles, information, records documentation, application assistance, and research. A Motor Vehicle Technician must possess strong clerical and customer service skills; he/she acquires knowledge of Department functions through on-the-job experience and becomes a department-related specialist with a good working knowledge of Department policies and procedures. The work is performed under the supervision of the Motor Vehicle Supervisor. The principal duties of this class are performed in a general office environment; Vehicle Identification Number (VIN) inspections are performed outdoors and include exposure to inclement weather conditions.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Answers incoming phone calls and greets walk-in customers, processes new and renewal motor vehicle registrations and title transfers, provides general information to the public, answers questions and inquiries regarding motor vehicle registration, titles, taxes and assessments, accepts payments, assists with application forms, processes application and change forms, and provides referrals to other departments or staff as needed;
- Performs Vehicle Identification Number (VIN) inspection and verification;
- Performs data entry;
- Receives and processes mail renewals, including outgoing mailings;
- Collects and records motor vehicle registration, state sales tax, and recreational vehicle registration payments;
- Processes and logs dealer title transactions into central computer system;
- Balances funds received daily; Inventories and stocks license plates;
- Updates, verifies, and maintains address, registration, title, valuation, ownership, transfer, and related computer files for motor vehicles;

- Receives, records, copies, verifies, proofs, and maintains a variety of documents;
- Verifies and captures each owner's driver's license, state ID card, out of state driver's license and SSN, or passport to comply with Idaho law;
- Conducts research of documents for customers, including dealerships and financial institutions;
- Files documents into appropriate folders; reorganizes files as needed;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Current state codes and County ordinances governing motor vehicle, recreational vehicle, and trailer title, valuation, ownership, registration, and exemptions;
- Operation of standard office equipment, including a cash register and personal computer and job-related software applications;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, and punctuation;
- Cash handling and balancing policies and procedures;
- Current office practices and procedures;
- Bookkeeping, filing, and record keeping practices and procedures.

Ability to:

- Evaluate and analyze customer needs to provide exceptional customer service in person and by telephone;
- Learn Department functions thoroughly to provide general information and explain detailed Department processes and procedures;
- Explain regulatory compliance issues related to the Department's function;
- Maintain records efficiently and accurately;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Respond courteously to customer inquiries, including under stressful or adversarial circumstances;
- Work well under pressure;
- Follow written and oral instructions;
- Operate standard office equipment, a cash register, and a personal computer including program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, local elected and appointed officials, and the public;
- Communicate effectively both orally and in writing.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required, preferably supplemented with course work in clerical, secretarial, or other business applications;
- Six (6) months general office or customer service experience is required, or;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Must be able to pass a typing test.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, ability to lift 30 pounds occasionally, sit or stand for extended periods of time, with or without reasonable accommodation, which permits the employee to work in an office environment and perform VIN inspections.

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VETERAN'S PREFERENCE GIVEN PURSUANT TO IDAHO CODE.

## **BANNOCK COUNTY**

### **Planning & Development Services Director**

Department: Planning and Development

Pay Grade: 16, \$29.98/hr.

Opening Date: August 29, 2018

Closing Date: Until Filled

(This is an Exempt, full-time position with benefits.)

#### **Purpose of Class**

Performs advanced level professional planning work and directs the activities of the Planning and Development Services Division of Public Works, including Building, Planning and Zoning.

#### **Primary Function**

The principal function of an employee in this class is to perform advanced professional planning of a high complexity and variety, including current and long-range planning. The Director ensures compliance with County zoning and subdivision ordinances, codes, and administrative agency stipulations. The Director implements and evaluates the County's comprehensive plan and administers the provisions of numerous ordinances including Zoning, Subdivision and Flood Damage Prevention among others. The Director makes recommendations to the County Commissioners and Planning and Zoning Council, and provides information to other County departments, intergovernmental agencies, citizen groups and affected parties regarding land use issues and activities. Supervision is exercised over Planning, Zoning and Building staff. The Director works closely with engineering staff to coordinate services. The work is performed under the supervision of the Public Works Director but leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment but may include field work and site visits. The job also requires schedule flexibility to attend evening meetings.

#### **Essential Duties and Responsibilities**

- Administers technical office review of development and subdivision plans, site plans, and conditional use permit applications for compliance with County zoning, development, subdivision, lot split, flood plain, addressing, and other applicable codes as well as stipulations from the County Commission, Planning and Zoning Commission, and other administrative agencies;
- Implements, administers, interprets, and amends the County master plan and related development ordinances and codes;
- Supervises the planning, zoning and building staff, including professional, technical, and other employees in implementing the current master plan and development ordinances and supervises staff reviews, evaluations, and recommendations for plan revisions;
- Provides technical advice and interpretations to the public, County staff, departments, agencies, and governing bodies as requested;

## Planning & Development Services Director

- Prepares and presents planning and zoning code, subdivision and development ordinance, and land use proposals to the County Planning and Zoning Commission, County Commission, and other administrative bodies for review and implementation;
- Serves as zoning ordinance enforcement officer;
- Issues zoning permits;
- Administers CUP procedure, variances, and appeals to council;
- Approves limited design deviations;
- Works closely with County engineering staff to ensure coordination of services;
- Coordinates with and acts as liaison with other County departments, task forces and study groups, taking public comments and input, on planning and development issues;
- Prepares and presents written and oral reports to regulatory and hearing bodies, including planning staff findings and recommendations;
- Represents the County to regional planning and intergovernmental bodies, neighborhood and civic organizations, business and development associations, and other interested and affected groups;
- Maintains planning records, documentation, correspondence, and database information and prepares and presents oral and written reports as requested;
- Reviews and processes complex comprehensive plan amendments, rezoning, annexations, and site plans;
- Manages administrative functions of the department including monitoring and approving expenditures, supervising the accounts receivable process, approving staff timecards and vacation requests and providing the initial office budget;
- Supervises the compilation, maintenance, retrieval and disbursement of public records associated with the Office of Planning and Development Services, including permit database design and management, website content and electronic conversion and disposition of archived records;
- Performs all work duties and activities in accordance with County and Department policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Oversees Rural Addressing System;
- Directs the Community Rating System Program; manages flood plain data and information;
- Serves as County representative on various technical committees including transportation planning and resource protection.
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Principles, objectives, and standard practices of comprehensive planning and zoning administration, development process and procedure administration, and ordinance and code implementation and administration;
- Principles and standard practices of project development, design, engineering, and review procedures, including plan, permit, and license applications review, evaluation, documentation, and approval processes;

## Planning & Development Services Director

- Current and long-range County planning and development objectives, ordinance and codes;
- Current County ordinances and codes governing zoning, development, design, subdivision, sign, and other applicable issues;
- Municipal budgeting and administration techniques and objectives;
- Employee supervision, training, and evaluation methods and techniques;
- State and other applicable statutes, case law, and court decisions governing planning, zoning, development, and land use issues and practices;
- Application and enforcement of County, state, and other applicable zoning, building, development, subdivision, and other ordinances and codes applicable to subdivision, residential, commercial, industrials, recreational, institutional and other land uses;
- Research, statistical analysis, and database management related to planning and development administration;
- Supervisory, management, employee evaluation, and training methods;
- Conflict resolution methods.

### Ability to:

- Read and interpret legal and property descriptions, ordinance and code documents, technical and instructional documents,;
- Relate plans, diagrams, to projects in various stages of construction and completion;
- Prioritize projects and review and schedule workloads to ensure efficient use of division staff and resources;
- Prepare and present oral and written reports and maintain hearing, review, inspection, and enforcement records and findings, documents, correspondence, legal notices and postings, and related files and records;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively and establish and maintain effective working relationships with other employees, the public, developers and builders, customers, applicants, property owners, and other interested and affected parties, including in stressful or adversarial situations.

### **Acceptable Experience and Training**

- Master's Degree in planning or related field; **and** Four (4) years of professional planning experience. A bachelor's degree in planning and six (6) years of professional experience may be substituted for the Master's Degree.
- Or**
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho driver's license is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;



Planning & Development Services Director

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review and process documents and organize documents and informational material;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard office equipment, and occasionally operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, physical reflexes and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lift/more up to 25 lbs. and to sit for long periods of time in front of a computer.

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## **BANNOCK COUNTY** **EQUIPMENT OPERATOR**

**DEPARTMENT:** Road & Bridge

**PAY GRADE:** 8, \$16.81/hr.

**OPENING DATE:** January 29, 2018

**CLOSING DATE:** Until Filled

(This is a Full Time Position with benefits.)

### **Purpose of Class**

Operates a variety of heavy equipment to perform journey level maintenance and service work on County property; performs related work as required.

### **Primary Function**

The primary function of an employee in this class is to perform skilled maintenance and construction work on County property. The Equipment Operator 2 is proficient in operating a variety of heavy equipment. The work is performed under the direct supervision of the Operations Manager. The principal duties of this class are performed in an outdoor environment and may include working in adverse weather conditions and hazards involving the use of heavy equipment and power tools.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Performs scheduled and assigned maintenance, repair, and service work on County property under control of the Road and Bridge Departments;
- Operates a variety of vehicles and heavy equipment, including but not limited to, grader, bulldozer, crane, front end loader and attachments, backhoe, water tanker, roller, dump truck, boom truck, asphalt patching truck, chip spreader, equipment hauler, snow removal vehicles, pug mill, and related equipment;
- Operates a variety of hand tools and power tools, including but not limited to, sledges, hammers, picks, air compressors, welders, chainsaws, grounds keeping equipment, air hammers, jacks, and related equipment;
- Operates two-way radio communication equipment to maintain contact in the field;
- Erects, maintains, and repairs fences, guard rails, and traffic signs;
- Removes debris and other safety hazards from roads, culverts, storm drains, and adjacent public areas;
- Could perform duties of burying and compacting waste, water roads, landfill perimeter maintenance, building repair, welding and other assigned duties.
- Ensures hazardous materials are handled and disposed of properly
- Places erosion and sediment control devices;
- Places work zone traffic control devices and performs flagging duties;
- Performs routine and preventive maintenance on vehicles and equipment and maintains service and maintenance records;
- Provides customer service including giving directions, answering questions, and providing explanations.

## Equipment Operator

- May assist in supervising community service workers, Equipment Operator 1, or temporary workers.
- May assist with training for Equipment Operator 1.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- On-call after regular hours to respond to emergency situations;
- Performs other related duties as required.

### **Competency Requirements**

#### Knowledge of:

- Methods, materials, procedures, and standard practices of road, bridge, and right-of-way maintenance, vegetation control and removal, safe equipment operation in a construction or landfill environment, and related duties;
- Methods, materials, procedures, and standard practices of road, bridge, and right-of-way construction and repair, including concrete and asphalt repair, removal, and replacement;
- Methods, materials, procedures, and standard practices of snow removal, sanding, and de-icing;
- Emergency procedures and practices related to road construction and landfill operations.
- Hazardous materials or waste rules and regulations and related safety practices.
- Heavy and construction equipment operation and maintenance;
- Equipment and tool operation and maintenance practices;
- Welding and metal fabrication;
- Federal (OSHA) and MSHA regulations and County policies regarding safe work practices relating to use of heavy equipment, power tools, and trench and confined workplace safety.
- Customer service skills

#### Ability to:

- Follow written and oral instructions;
- Operate heavy and power equipment, including but not limited to, grounds keeping equipment, dump trucks, graders, loaders, dump trucks, rollers, compactors, scrapers, snow plowing and sanding, and related equipment as required;
- Perform concrete and asphalt repair and replacement;
- Operate hand tools; Operate a motor vehicle, including heavy equipment;
- Operate two-way radio communication equipment;
- Communicate effectively with the public and other employees, occasionally in stressful conditions;
- Establish and maintain effective working relationships with fellow employees, supervisors, County administrators, vendors, contractors, other state and federal agencies, and the public.
- Special landfill requirements: Instruct and supervise the public in safe dumping methods. Identify hazardous materials and dispose of properly.
- Work a rotating schedule, including 10 hour shifts and weekends.

**Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Three (3) years experience in street or utility system construction and maintenance, landfill operation, or a related field, with emphasis on operating heavy equipment is required;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Idaho Class A CDL drivers license. Tanker, multiple trailer, and Hazardous materials endorsements may be required
- Flagger/traffic control certification or ability to obtain is required;
- Forklift certification may be required;
- First Aid/CPR certification may be required.
- MSHA Certified

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and alarm and warning systems, including backup alarms, and communicate effectively with other employees and the public;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, work orders, and engineering blueprints and diagrams;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate motor vehicles, including heavy equipment, and operate a variety of power and hand tools and to make adjustments to equipment;
- Sufficient strength to lift and carry objects up to 75 pounds;
- Sufficient personal mobility, stamina, flexibility, and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching, and other physical exertions in an outdoor environment, including extremes of heat and cold.

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# **BANNOCK COUNTY**

## **PROPERTY APPRAISER TRAINEE**

**DEPARTMENT:** Assessor

**PAY GRADE:** 8, \$16.81/hr.

**OPENING DATE:** August 22, 2018

**CLOSING DATE:** Until Filled

(This is a Full Time Position with benefits.)

### **Purpose of Class**

Performs entry level technical duties related to the appraisal of improved and unimproved rural, farm, and residential land, commercial properties, manufactured homes and/or personal property to determine market value for ad valorem tax purposes; performs related work as required.

### **Primary Function**

The principal function of an employee in this class is to attend formal classes and training and receive on-the-job training in the techniques and methods of property appraisal. The Trainee observes and assists Certified Property Appraisers in the performance of their duties. The work is performed under the general direction of an Appraiser Supervisor, with assignment to a Certified Property Appraiser. The nature of the work requires the employee to be detail oriented and time sensitive to mandated deadlines. The principal duties of this class are performed in the field and in the general office environment.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas;

#### **Under direction of trained personnel:**

- Performs appraisal of rural, residential, manufactured housing, commercial properties, and personal property to arrive at an estimated fair market value for ad valorem tax purposes;
- Records appraisal information on standardized report forms and on computer;
- Identifies taxable personal property to ensure such items as office furniture, removable fixtures, machinery, equipment, unlicensed vehicles, and other eligible property is properly assessed and entered onto County personal property rolls;
- Answers questions of property owners related to the valuation and assessment of property;
- Interviews persons familiar with property, collects income and expense information, takes measurements and makes sketches of the same;
- Inspects property for the type and quality of construction, condition, and functional design;

- Compiles data according to accepted appraisal practices to determine fair market value;
- Prepares diagrams of appraised properties; calculates square footage; inputs inventory data on computer;
- Maintains current files and records of property sales within County to monitor trends of impending changes in market values;
- Travels through designated areas being alert to new construction and land development;
- Prepares documentation; processes paperwork and performs computer data entry; conducts audits to assure accuracy of records;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

#### **Competency Requirements**

- Current office practices;
- Operation of standard office equipment and a personal computer.

#### **Ability to:**

- Follow written and oral directions;
- Attend classes and training seminars to become a Certified Property Appraiser;
- Visually observe the physical details of property and arrive at an accurate and equitable appraisal;
- Apply appropriate methods of valuation;
- Make mathematical calculations in determining percentages, volumes, areas, and other necessary and related calculations;
- Interpret cost manuals used in appraisal of personal and real property;
- Make judgment decisions in the appraisal process;
- Read legal descriptions, deeds, plat books, maps and blueprints;
- Operate a variety of tools and equipment such as calculator, camera, measuring devices, and related required tools;
- Work under varying and extreme weather conditions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret, and apply laws, resolutions, ordinances, codes, and contracts;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Prepare statistical reports and records;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials, and the public;

- Respond to citizen requests in a courteous manner;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and college courses preferred; and
- Two (2) years experience in real estate sales or a related field preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Must complete Appraisal Courses 1 and 2 approved by the International Association of Assessing Officers within two (2) years of hire;
- Idaho drivers license.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instruction and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and observe, inspect, and appraise real and personal property;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including computer equipment, and operate a motor vehicle;
- Sufficient personal mobility, strength, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct field inspections, often driving or walking through rural or unimproved property, and work in an office environment.

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# **BANNOCK COUNTY**

## **Sr. Administrative Assistant - Deputy Clerk - Courts**

Department: District Court

Salary: \$14.69/hr., Grade 6

Opening Date: August 15, 2018

Closing Date: Open Until Filled

(This is a full time position with County Benefits.)

### **Purpose of Class**

Performs legal, secretarial, clerical and customer service duties to provide administrative support to Magistrate and District Court; performs related work as required.

### **Primary Function**

This position performs complex and highly responsible legal, secretarial, clerical, and customer service duties to manage all civil and criminal filings and collection of all fines, costs, restitution and fees for the Magistrate and District Court. The primary function of this job is to receive and process a variety of paperwork associated with the Courts functions. Attention to detail and accuracy of data is extremely important in this job. Duties include processing all civil filings, entering data into ISTARs, determining fines, fees and bond amounts, collecting and balancing monies, preparing warrants and other legal documents, receiving and posting bonds and performing a variety of administrative support duties for the Courts. Work is conducted under the Idaho Rules of Civil Procedures, Court Rules, Criminal Rules, Supreme Court Rules, Administrative Court Rules and Idaho State Code. Customer contact is frequent with the public, attorneys, Judges, other court personnel, law enforcement personnel and various State departments. The work is performed under the supervision of the Court Manager. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Receives and processes civil filings and case files; determines the jurisdiction of the case, type of case and required filing fees;
- Establishes amount due and accepts payments for bonds, fines, fees, restitution, and other reimbursements and balances payments received; maintains individual cash drawer;
- Monitors cases and paperwork flow for appropriate time frames, processing and follow-up;
- Records criminal charges and other information into ISTARs for processing including misdemeanor citations, infraction citations and felony complaints;
- Receives and files paperwork in civil and criminal cases; determines action to be taken;
- Prepares criminal and civil warrants; obtains Judge's signature, enters into ISTARs and distributes to proper law enforcement agency or other appropriate organization;



- Processes default paperwork on unpaid infraction charges;
- Contacts and obtains an evaluator/mediator for certain cases; prepares and processes related paperwork;
- Files and assigns case numbers on petitions; issues writs of execution; verifies absence of outstanding writs; collects and receipts fees, processes returned and interim writs; distributes writs for garnishment;
- Receives and processes domestic violence protection orders, local and foreign;
- Takes pleas of not guilty and guilty on payable misdemeanor charges; prepares and processes associated paperwork;
- Provides information to customers on court proceedings, status of cases, associated penalties, and other related information;
- Prepares clerk records for appeals including preparation of copies, indexing, page numbering, preparing exhibits and exhibit lists;
- Receives and posts bonds on civil and criminal cases;
- Receives and disburses monies for restitution to victims;
- Receives and processes request for relief for withheld judgments;
- Provides background and criminal checks to the public and other courts;
- Answers phone calls and responds to questions; provides information regarding payment of citations, license suspension, license reinstatements, court hearings, process for filing small claims, filing civil complaints, how to enter pleas and other information, without giving legal advice;
- Creates, types and proofs letters to attorneys and non-represented parties regarding case filings and filing fees;
- Coordinates with state Department of Transportation (DOT) on license suspensions, renewals, modified judgments, and related issues;
- Performs all work duties and activities in accordance with County and Court policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Provides the Bureau of Criminal Identification of any change from the original judgment in a criminal case;
- Provides reports to the credit bureau on civil judgments;
- 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;
- Legal documents, civil filing fee schedule, misdemeanor bond schedule, infraction penalty schedule, procedures of the Idaho Department of Transportation as related to job functions, Idaho Supreme Court Clerks Manual, WestKM and/or other applicable search programs, ISTARs system, SPILLMAN jail computer system;
- Customer service procedures, techniques, and objectives;
- Operation of standard and specialized office 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;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures.

Ability to:

- Follow oral and written instructions;
- Maintain and prepare accurate files, documents, records, and databases;
- Accurately determine the jurisdiction of case filings and the appropriate fees;
- Relate well and communicate with difficult persons who may not understand the court system and/or persons who are involved with court cases;
- Understand or learn legal terminology;
- Read rules, statutes and ordinances related to court proceedings;
- 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;
- 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;
- Establish and maintain effective working relationships with judges, the public, attorneys, court personnel, local elected officials, and other County employees under occasionally stressful conditions;
- Communicate effectively both orally and in writing;
- Independently, 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.

**Acceptable Experience and Training**

- High school diploma or GED equivalency with course background in office skills is required; and
- Two (2) years experience in legal or court setting is required; or
- Four (4) years experience performing administrative support duties and the ability to learn legal terminology and each segment of the court process within first six months on the job; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **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 on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, prepare, and organize documents and files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard and specialized office equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, to move boxes of paper weighing up to 30 lbs, sit or stand for an extended period of time, and work in an office environment.

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# **BANNOCK COUNTY**

## **Director of D6 Treatment Program**

**DEPARTMENT:** County Clerk – District Court

**PAY GRADE:** 16, \$29.98/hr.

**OPENING DATE:** August 14, 2018

**CLOSING DATE:** Until Filled

(This is a full time, grant funded, position with benefits. This is a grant funded position and is therefore dependent on availability of grant funds.)

### **Purpose of Class**

Performs professional, clinical and administrative work for alcohol/drug treatment program; performs related work as required.

### **Primary Function**

The primary function of an employee in this class is to perform administrative, clinical and administrative functions of an alcohol/drug treatment program. The job plans, organizes, develops policies and procedures for the program; prepares and administers the budget; prepares and implements approved work plans; hires, trains, and evaluates the work of staff; provides clinical supervision to staff and provides group and individual therapy; provides audit, evaluation, and direct observation of treatment and recovery support services; negotiates and implement contracts/leases and recommend action to be taken; and works closely with staff, PSC Teams, community partners, and 6<sup>th</sup> District Leadership in coordination of duties and services. The position is district court personnel and reports to the Clerk of the District Court and the Administrative District Judge, although extensive latitude is allowed for independent analysis and decision making. The Director of the D6 Treatment Program is required to have a Master's Degree in Clinical Counseling, Social Work, or related field and must have five (5) years' experience in drug-alcohol abuse treatment, one year experience in program administration, and two (2) years' experience working with families and children in a social service setting.

### **Essential Duties and Responsibilities (will vary by assignment)**

#### **As Program Administrator:**

- Develops a current table of organization, setting forth lines of staff authority, responsibility and communications in accordance with policies established by the Governing Board.
- Develops policies and procedures to guide the administration and operation of the program.
- Develops long-term and short-term plans for the program, including the plan for an inventory of treatments.
- Develops proposed budget for approval of the Governing Board and Commission.
- Monitor and periodically report the budget status to the Governing Board.

- Negotiate and implement contracts/leases and recommend action to be taken by the Governing Board.
- Supervise the day-to-day budget implementation, including claims and billing processes with state and federal funding sources.
- Develop an agency work plan, which addresses the needs of the program participants.
- Implement agency work plan after approval by the Governing Board.
- Establish and implement evaluation procedures necessary to assure that program objectives are met.
- Recruit, train, and supervise staff appropriate for the implementation of the work plan.
- Appoint, evaluate, discipline, and recommend to the Bannock County Commission the termination of staff as necessary.
- Prepare and present required reports describing program operations; the efficiency and effectiveness of program activity; and the nature and extent of funding and other available resources.
- Develops outcome reporting process in consultation with Governing Board.
- Represent agency to licensing, regulatory agencies, and the committee at large.
- Works closely with staff, PSC Teams, community partners, and 6<sup>th</sup> District Leadership in coordination of duties and services.
- Enforces the policies and procedures of the D6 Treatment Program.

**As Clinical Director:**

- Provides clinical supervision to staff.
- Provides group and individual therapy as indicated.
- Provides consultation as necessary on clinical issues.
- Assists staff with coordination and treatment plans that reflect measurable objectives.
- Assists staff in prioritizing resources to complete paperwork requirements and outlining areas for improvement in documentation.
- Insures that paperwork standards are met and completed in a timely manner.
- Assists the clinical staff in all areas of program development as needed.
- Provides Program Development and “What Works” in-service training and workshops.
- Provides on the spot counseling that is both helpful to the clients and consistent with the philosophy of the program.
- Ensures the safety, health, and well-being of the clients.

**As Quality Assurance Coordinator:**

- Provides audit, evaluation, and direct observation of treatment and recovery support services.
- Provides Program Development and “What Works” meetings for quality improvement.
- Ensures fidelity to clinical model(s) and programs.
- Provides consultation to providers to ensure services coincide with those provided by the D6 Treatment Program and address the needs of the participants.
- Evaluates monthly utilization reports of services being provided.
- Participates in the development of Memorandums of Understanding.
- Participates as staff to Governing Board.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

#### **Knowledge of:**

- Clinical counseling in substance abuse programs including client valuations, counseling techniques, relapse prevention, case management and family therapy;
- Alcohol and drug treatment program organization, planning, budgeting, reporting and records maintenance;
- Child and adolescent growth and development;
- Impact of substance abuse on families and requisite treatment protocols;
- Organizational and personnel management;
- Grant management and reporting;
- Interpersonal relations and communication, conflict mediation, negotiation, and incident de-escalation and resolution methods and techniques;
- County budgeting procedures and techniques including bookkeeping and general accounting;
- Operation of a personal computer and job-related software applications;
- Operation of standard office equipment.

#### **Ability to:**

- Manage grants and prepare accurate, timely and complete reports;
- Report to and work effectively with governing boards and commissions;
- Plan, organize, manage, and administer a substance abuse treatment program;
- Provide clinical treatment and consultation;
- Develop and implement approved budget and project changes needed;
- Effectively hire, supervise, train, motivate and evaluate the performance of staff;
- Maintain accurate and complete files and records;
- Use English to communicate effectively with others.
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow verbal and written instructions.
- Work independently and exercise initiative, with general guidance and supervision.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;

- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality at all times.

### **Acceptable Experience and Training**

- Master's Degree in Clinical Counseling, Social Work, or related field; and
- Five (5) years' experience in drug-alcohol abuse treatment, one year experience in program administration; and
- Two (2) years' experience working with families and children in a social service setting.; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

While performing the duties of this classification, the employee is frequently required to stand, sit, bend, stoop, use hands to keyboard or type, handle or manipulate papers and files. The employee often lifts and/or moves up to 25 pounds. Specific vision abilities required by this classification include close and distance vision to perform examine documents and perform computer work. Sufficient clarity of speech and hearing abilities required by this classification include those which permit the employee to discern verbal communication and communicate effectively in person and 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 moderate. The employee may also be exposed to applicants who are angry or involved in controversial situations.

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## **BANNOCK COUNTY**

### **DEPUTY PUBLIC DEFENDER-MISDEMEANOR**

**DEPARTMENT:** Public Defender

**PAY GRADE:** 14, \$52,478.40 Annually

**OPENING DATE:** August 6, 2018

**CLOSING DATE:** Until Filled

(This is a full time, grant funded, exempt position with benefits. This is a grant funded position and is therefore dependent on availability of grant funds.)

#### **Purpose of Class**

Provides professional legal services with emphasis on defending criminal cases; assists the Public Defender with legal and administrative work; performs related work as required.

#### **Primary Function**

The principal function of an employee in this class is to perform professional legal and administrative work involving criminal defense and representation in specific civil cases. Assignments may be made to defend specific types of cases such as misdemeanor, felony, juvenile, or other specializations. The position provides direction to the Legal Secretary positions. The work is performed under the general supervision of the Public Defender and direct supervision of the Chief Deputy Public Defender, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Prepares and manages criminal cases for defense, including but not limited to, entering pleas, conducting research, interviewing affected parties, preparing required legal and court documents, preparing and arguing briefs, and attending court proceedings;
- Prepares and manages civil cases for trial or other judicial hearings including, but not limited to, child protection cases, parental rights determinations, child support, and mental competency;
- Negotiates case settlements;
- Interviews police officers, detectives, defendants, victims, witnesses, and other interested and affected parties;
- Conducts research of legal precedents, federal laws, state statutes, and County ordinances and represents the defendant's interest in court;
- Assists other staff attorneys;
- Assists Public Defender in administrative office duties, including employee supervision and work assignments;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.



### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives, especially as applicable to preparing and presenting a criminal defense;
- Applicable County, city, state, and federal laws, statutes, ordinances, and codes;
- Legal research methods;
- Operation of standard office equipment including a personal computer and job-related software applications;
- Contemporary negotiation techniques and methods;
- Employee supervisory and directional methods and techniques;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases;
- Present material to opponents and develop an appropriate legal strategy;
- Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury;
- Make significant/substantial legal decisions in individual cases based on a combination of factors including the law, policy, and rules of ethics;
- Negotiate complex legal issues;
- Bring interested and affected parties to consensus;
- Discern critical issues and needs of the defendant through a negotiations process;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling for or on behalf of a defendant;
- Analyze, appraise, and organize facts and precedents and to present such material in a clear and logical form;
- Determine alternative courses of action, and possible courses of action of opponents;
- Present and argue cases and to handle unanticipated problems smoothly and effectively;
- Establish and maintain effective working relationships with other County employees, staff, attorneys, law enforcement personnel, defendants, witnesses, supervisory personnel, state and local elected and appointed officials, and the public;
- Maintain a professional demeanor during stressful situations;
- 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 case priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

### **Acceptable Experience and Training**

- Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate Degree;
- License to practice law in the State of Idaho;
- Two (2) to three (3) years experience as a practicing attorney, preferably as a defense attorney, is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Membership in good standing in the Idaho State Bar Association.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person, on a telephone, and in a courtroom environment;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to assist in the preparation, monitoring, and litigation of all criminal and civil cases;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lift up to 20 pounds, and perform in a courtroom environment.

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## **BANNOCK COUNTY** **SHERIFF'S OFFICE**

### **COMMUNICATION SPECIALIST**

**FULL TIME:** 40 hours per week      **SALARY:** \$16.81/ hour, Grade 8

**OPENING DATE:** August 1, 2018

**CLOSING DATE:** Until Filled

(Position is full time with Bannock County Benefits)

**Application Instructions:** Must fill out Bannock County Sheriff's Office application available at the Bannock County Sheriff's Office, 5800 South 5th between 7:00 a.m. and 6:00 p.m. Monday through Thursday.

Contact Persons: Captain Scott Ames 208-236-7513

#### **Purpose of Class**

Performs specialized work receiving and dispatching messages in an emergency communication center; performs related work as required.

#### **Primary Function**

The principal function of an employee in this class is to answer emergency and non-emergency calls for police, fire, medical and other emergency services using a multi-line telephone and 911 systems. Employees in this class are responsible for fast, efficient, and accurate receiving, dispatching, and processing of calls and messages from and to fire, police, and emergency medical services vehicles and personnel on an assigned shift. The work is performed under the supervision of the Captain of Support Services, with some latitude granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment, frequently under stressful conditions.

#### **Essential Duties and Responsibilities** (will vary by assignment)

- Receives, evaluates, and prioritizes requests for emergency and non-emergency service from the public, police, fire, and emergency medical services agencies, County departments, contract agencies, and other callers;
- Interviews all emergency callers to determine the nature of the emergency, location of the incident, other related information and the need for dispatching of emergency assistance using a telephone switchboard according to established rules and procedures;
- Processes the requests received according to procedure; determines as much information as possible from the requestor to enable the most appropriate agency of responsibility and the most appropriate level of response;
- Dispatches fire units, police units, ambulances, and other necessary emergency and non-emergency equipment and personnel to aid officers in the field or the general public in emergency and non-emergency situations;

- Establishes a priority to each request in accordance with established guidelines and enters the request into the computer-assisted dispatch system for dispatch;
- Maintains telephone contact with callers in evolving situations until the arrival of personnel who take command of the incident;
- Determines from phrasing, vocal stress, and level of cooperation the condition of the caller to provide a proper level of response to the request to ensure the safety of the caller and responders;
- Enters information into computer and files either as reference material or current information pertaining to calls; accesses multiple files to obtain or insert information;
- Maintains accurate log of calls, activities, reports, requests, and related information;
- Monitors radio transmissions from field units to track availability and location and monitor for safety;
- Monitors radio transmissions from other County, law enforcement, emergency, and non-emergency agencies;
- Retrieves and provides information from the National Crime Information Center (NCIC) and ILETS systems to requesting field units;
- Retrieves and provides information to requesting agencies on outstanding warrants, protection orders, and related information;
- Provides assistance, information, and answers inquiries from the public;
- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Works non-traditional hours; dispatch is staffed 24 hours/day and must be available weekends and holidays;
- Performs dispatch duties in mobile tactical response vehicle or command post, as needed;
- May assist in training entry-level dispatcher trainees, as assigned;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Telephone call-handling techniques;
- Radio transmission procedures to produce effective communication between two parties;
- Federal (FCC), County, Department, contract agency, and other applicable policies, rules, and regulations;
- County streets and surrounding areas, including geographical layout of contracting cities within the County and other operating districts served by the Department;
- Police, fire, and emergency medical dispatch procedures;
- Sheriff's Office organization, policies, and procedures;
- Specialized and computer-aided dispatch (CAD) operating system and multi-line telephone system;
- Operation of a personal computer and job-related software.

Ability to:

- Follow written and oral instructions;
- Type with accuracy and speed;
- Operate radio transmitting equipment in a fast and efficient manner, including under stress;
- Perform routine clerical work;
- Follow Sheriff's Office guidelines and procedures relating to response to emergency situations;
- Exercise good judgment in the handling and prioritizing of calls within the Department;
- Effectively communicate and make decisions related to dispatching emergency vehicles under stressful work conditions;
- Listen and retain information communicated in emergency calls;
- Establish and maintain effective working relationships with supervisors, other County employees and the general public;
- Communicate clearly and concisely, orally and in writing;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate specialized computer-assisted dispatch (CAD) communications equipment, criminal information retrieval systems, and a multi-line telephone system;
- Operate a motor vehicle;
- Prepare accurate and grammatically correct written reports;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under stress and the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- High school diploma or GED equivalency is required and associates degree in a related field is preferred, and
- Two (2) years experience and/or training in emergency dispatch, communications, or related field is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Idaho drivers license is required;
- Idaho POST certification in dispatch within one year of hire is required ;
- ILETS/NLETS certification within six months of hire is required;
- Bilingual (Spanish and English) is preferred.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, to listen and respond to radio transmissions and voice instructions; to communicate effectively in person, on the telephone, and over a two-way radio; ability to hear sounds within the normal range of hearing (phone conversations, co-workers, supervisors, radio traffic) and to hear in the presence of noise;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to review a wide variety of written and electronic materials, distinguish letters and numbers, and to see in detail objects or printed material at greater than arms length;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate control mechanisms such as radio knobs and other mechanisms requiring fine adjustments to position, to handle a variety of records and files, to type with speed and accuracy, to operate a motor vehicle, and to operate standard office equipment and a personal computer;
- Sufficient personal mobility, agility, and flexibility, with or without reasonable accommodation, which permits the employee to stand or sit for long periods of time, move between work stations, lift up to 25 pounds, and work in an office environment.

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## **BANNOCK COUNTY**

### **ACCOUNTANT/DEPUTY AUDITOR**

**DEPARTMENT:** Clerk/Auditor

**PAY GRADE:** 12, \$22.03/hr.

**OPENING DATE:** July 24, 2018

**CLOSING DATE:** Until Filled

(This is a Full Time Position with benefits.)

#### **Purpose of Class**

Performs advanced accounting support duties to audit accounts and maintain fiscal records; performs related work as required. Will also be responsible for processing of the County's payroll; performs related work as required

#### **Primary Function**

The principal function of an employee in this class is to audit various accounts from County departments, perform advanced accounting support duties and records maintenance, and provide customer service. An Accountant/Deputy Auditor must possess strong accounting skills. Additional duties of an employee in this class is to perform a variety of technical and accounting clerical duties involved in the processing of the County's payroll, to include calculating all wage assignments, reconciling payroll against submitted department time sheets, calculating and remitting all applicable withholding liabilities and customer service. Work also includes preparing quarterly and annual federal and state payroll reporting returns and researching all applicable federal, state and local tax laws. The work is performed under the supervision of the Senior Payroll Technician, the Assistant Comptroller, and the Comptroller/Senior Deputy Auditor, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Audits accounts to verify compliance with accounting and budgetary laws through the use of spreadsheets and various reports;
- Maintains spreadsheets for GASB No. 34 financial statements to make journal entries and produce government wide financial statements;
- Performs capital asset tracking and management to include calculating depreciation;
- Produces and enters journal entries for budget revisions, transfers, corrections and begin balances;
- Identifies problems with general ledger and recommends solutions;
- Verifies account coding to line items for accuracy;
- Updates auditing office accounting policies and procedures manual to be used by other County offices;

- Enters budget and maintains spreadsheets to forecast revenue;
- Provides assistance with year-end closing and writing up comprehensive annual financial report;
- Reviews timesheets, conducts preliminary edit of time entered, processes payroll calculations, and conducts post-run review of reports and paychecks; ensures accuracy, completeness, authorization, and adherence to County administrative regulations and guidelines;
- Reviews time sheet data which is submitted by all County departments/cost centers to ensure accuracy, completeness, and proper authorization;
- Maintains complete confidentiality, within guidelines, of all payroll records and reports;
- Performs data entry and tracking of work time, sick leave, annual leave and comp time accruals for County employees;
- Calculates and remits all applicable withholding liabilities for all County employees on a timely basis, including, but not limited to: quarterly and annual federal and state payroll reporting returns, FICA, Medicare, retirement, insurance, and other related charges;
- Ensures regulatory compliance of payroll system to all applicable governmental agencies' guidelines, policies, and procedures;
- Prepares and processes various local, state and federal reports as required;
- Calculates, prepares, sorts and disburses accurate paychecks for County's payroll, within strict timelines;
- Maintains budget spreadsheet for employee salaries and benefits;
- Responds to payroll-related requests for information from County departments, employees, and from outside agencies;
- Researches and remains current on federal and state payroll tax law changes, pension, benefit, and other applicable laws and regulations affecting payroll administration;
- Reconciles payroll liabilities to the general ledger and processes payments;
- Audits petty cash;
- Backs up other auditing office positions as needed;
- Assists outside auditors with questions during the audit process;
- Organizes and maintains the County's internal control procedures manual;
- Prepares, distributes, and maintains a variety of documents, reports, correspondence, log sheets, applications, and related documents;
- Maintains files, logs and other records utilizing the computer;
- Provides data entry services, faxing, typing, and filing in support of department functions;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.



## **Competency Requirements**

### Knowledge of:

- General and governmental accounting principles and applications;
- County taxation laws, policies and procedures;
- Applicable federal and state laws and regulations pertaining to payroll administration;
- Principles and procedures of payroll processing and accounting;
- The various state retirement system policies and procedures, and their differences;
- Customer service procedures, techniques, and objectives;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- County fiscal practices and procedures;
- Business and technical writing;
- County department interrelationships;
- Laws pertaining to tax reporting, and County accounting;
- Budgetary principles;

### Ability to:

- Understand financial language and reports;
- Interpret and apply guidelines, rules, regulations and laws as they apply to financial matters;
- Analyze detailed information and research and reconcile general ledger accounts;
- Prepare accurate and complete financial reports from accounting data;
- Work independently in all aspects of computerized payroll processing, retroactive calculations and payments, online checks for routine corrections, and preparation of payroll reports;
- Maintain complete confidentiality, within guidelines, of all payroll records and reports;
- Mathematically calculate payroll information;
- Interpret and apply related payroll Generally Accepted Accounting Principles (GAAP);
- Analyze financial data, reconcile accounts, and prepare reports;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, and the public;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Explain department functions thoroughly to provide general information and explain detailed department processes and procedures;
- Explain regulatory compliance issues related to the assigned department's function;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Research technical information and data and prepare recommendations and reports;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, 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;

- Follow written and oral instructions;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Work well under pressure;
- Type accurately;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing.

### **Acceptable Experience and Training**

- Bachelor's degree in related field is required with advanced accounting degree preferred;
- One (1) to two (2) years accounting experience, preferably in a municipal office position; governmental accounting preferred; or
- Two (2) to four (4) years experience with payroll systems is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, cash register, and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment.

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**Bannock County Human Resource/Risk Management Office  
5500 S. 5th Ave., Pocatello, ID 83204**

**BANNOCK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

**VETERAN'S PREFERENCE GIVEN PURSUANT TO IDAHO CODE.**

**BANNOCK COUNTY**  
**Judicial Staff Attorney**

**Opening:** July 11, 2018

**Closing Date:** Until Filled

**Department:** District Court

**Salary:** \$24.74/hour, Exempt, Grade 14

(This is a full time position with Bannock County benefits.)

**Purpose of Class**

The employee will provide professional legal services, with emphasis on evaluating and preparing felony criminal cases and civil cases for trial throughout the Sixth Judicial District and other judicial districts, depending on the assignment of the district judge.

**Primary Function**

The principal function of an employee in this class is to perform professional legal and administrative duties involving case evaluation, preparation and drafting of a variety of legal documents for the District Court. The work is performed under the general supervision of a District Court judge, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment.

**Essential Duties and Responsibilities (will vary by assignment)**

- Attends court hearings, and provides legal analysis and interpretation to the court;
- Provides the court with bench memos that analyze pending issues and legal precedence in order to provide guidance regarding rulings the court may make;
- Drafts memos, orders, and decisions for the court;
- Edits, reviews, and revises legal documents prepared by the court;
- Conducts informal case review with counsel on pending cases;
- Assists in curriculum development and implementation of Continuing Legal Education (CLE) courses for other staff attorneys in the 5<sup>th</sup>, 6<sup>th</sup>, & 7<sup>th</sup> Judicial Districts;
- Participates in Bar related activities; Law Day, Citizen's Law Academy;
- Assists the district judge in the preparation and presentation of law related educational programs.
- Supervises and makes assignments for paralegals and law students serving internships and externships;
- Coordinates with the University of Idaho, College of Law, Director of Externship and Pro Bono Programs to provide legal research assistants to magistrates.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.
  - ❖ May receive assignments to perform work for other district judges or magistrates in the 6<sup>th</sup> Judicial District;
  - ❖ Community legal education volunteer to promote, and educate citizens regarding the judiciary and the legal system.

### **Competency Requirements**

- **Clear understanding and ability to apply the:**
  - ❖ Idaho Rules of Civil Procedure;
  - ❖ Idaho Criminal Rules;
  - ❖ Idaho Rules of Evidence;
  - ❖ Idaho Appellate Rules.
- Maintain an expertise in the use of Microsoft Word, Microsoft Excel, Westlaw Next, JI Plus, ISTARs and any other job-related software applications;
- Proficient in electronic legal research, Westlaw Next certification is preferred;
- Ability to write succinctly and provide direct written feedback and analysis to questions of Law;
- Exceptional English grammar, spelling, punctuation, and composition.

#### **Ability to:**

- ✓ Establish and maintain effective working relationships with other County employees, staff, attorneys, law enforcement personnel, victims, witnesses, supervisory personnel, state and local elected and appointed officials, and the public;
- ✓ Maintain a professional demeanor during stressful situations;
- ✓ 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 case priorities;
- ✓ Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- ✓ Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- ✓ Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- ✓ Accept case assignments and work independently with minimal supervision.

### **Experience and Training**

- ✓ Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate Degree is required;
- ✓ Admission to the Idaho State Bar or other State Bar within 6 months of employment is required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person, on a telephone, and in a courtroom environment;
  - Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to assist in the preparation, monitoring, and litigation of all criminal and civil cases;
  - Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee operate standard office equipment and a personal computer;
  - Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lift up to 20 pounds, and perform in a courtroom environment.
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**Veteran's Preference Given Pursuant to Idaho Code.**

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**BANNOCK COUNTY**  
**DEPUTY - DETENTION DIVISION**  
**SHERIFF'S OFFICE**

DEPARTMENT: Sheriff

PAY GRADE: \$18.00/hr. Grade 9

OPENING DATE: January 9, 2018

CLOSING DATE: Until Filled

(This is a full time position, with Bannock County Benefits.)

**Application Instructions:** Must fill out Bannock County Sheriff's Office application available at the Bannock County Sheriff's Office, 5800 South 5th between 7:00 a.m. and 6:00 p.m.; Monday through Thursday. Contact Persons: Captain Tad Bybee 236-7130  
Chief Deputy Jim Dalley 236-7124

**Purpose of Class**

Performs general security duties for the County's detention facility; performs related work as required.

**Primary Function**

The principal function of a sworn employee in this class is to perform security duties to ensure the safety and security of the County detention center. Work is performed under the direct supervision of a Sergeant. Some latitude is granted to the employee but work is subject to stringent state and county legal guidelines. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger, injury, and health hazards.

**Essential Duties and Responsibilities (will vary by assignment)**

- Monitors the activities of the staff and inmates in the County detention facility to ensure the safety and security of the facility;
- Communicate effectively with other employees via two-way radio transmissions, email, verbal and written forms to relay and receive important information;
- Monitors the activities of the staff and inmates to ensure standards, policies, and procedures are implemented and followed;
- Monitors the activities of the staff and inmates to ensure the rights of inmates are protected;
- Processes new inmates into the facility, including fingerprinting, photography, physical search, processing documents, data entry, housing assignment, clothing issuance, and related booking duties;
- Arrests suspects/inmates on warrants and serves warrants as necessary following proper process and procedures;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition;
- Maintains facility security by patrolling the secure areas within and around the detention center, following policies, procedures, and established timelines;

- Maintains facility security by monitoring and operating electronic doors, monitoring internal radio traffic, and operating security systems;
- Monitor fire alarm emergency panels and advises Detention Deputies of the emergency. Ensures that Deputies respond to and address the emergency;
- Issues keys to Deputies reporting for work. Responsible for completing key control inventory each shift and ensuring that all keys are returned after Deputy's shift completion;
- Maintains facility security by searching for and seizing weapons, drugs, contraband, and related items. Must have thorough knowledge and training of various forms of weapons, drugs and contraband to effectively identify and properly deal with them;
- Handles and secures any evidence according to proper process and procedure;
- Ensures safety and security of the inmates, visitors and staff members by responding to fire alarms and assisting with evacuations when necessary in accordance with proper process and procedures;
- Monitors inmate behavior and activities in a variety of situations, including housing; recreation; work assignments; meals; showers; interactions with other inmates and officers; visitation; and telephone calls;
- Responds to back-up calls to control violent and resistive inmates that are using non-lethal and possibly lethal force against other inmates, employees or visitors and gain control of them utilizing the proper use of force and restraint methods;
- Accountable daily for keys issued, key control; Is civilly liable for actions or inactions;
- Performs census count at prescribed intervals to determine population and that inmates are accounted for;
- Distributes and/or assists in the distribution of medications (in the absence and with approval from medical staff), mail, personal hygiene, and commissary items;
- Performs perimeter security checks; Transports and escorts inmates, as assigned;
- Supervises inmate hygiene, including showers, clean clothing, and laundry;
- Responds to inmate requests for medical assistance following policies and procedures;
- Maintains logs, records, reports, and required documentation;
- Investigates incidents occurring within the detention facility, prepares reports, and related court documents, and may testify in court;
- Performs all work duties and activities in accordance with federal, state, County, and Office statutes, laws, ordinances, policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Works non-traditional hours; the facility is staffed 24 hours/day and must be available weekends and holidays;
- Performs other related duties as required including those of booking officer;
- Is required to sign-up on the on-call list for at least 14 days every three months. Employee is responsible to respond and work a shift when called upon due to an employee calling in sick, etc.

### **Competency Requirements:**

Knowledge of:

- Detention methods, procedures, practices, equipment, and objectives;
- County procedures including booking, detention, handling and release of inmates;

- Federal and state laws, statutes, and codes applicable to detention and the jail environment;
- County and Office policies, procedures, and practices, including inmate restraint procedures;
- Basic law enforcement methods, techniques, equipment and objectives;
- Officer safety skills including defensive tactics, arrest and control procedures, weapons retention and disarming, ground control, hostage procedures, handcuffing and firearm operations; Standard office equipment, personal computers, and job-related software;
- Two-way radio Police 10 Codes and operation procedures;
- Idaho Jail Standards and Guidelines; Court and bonding procedures and processes;
- Specialized equipment used in booking and detention, including but not limited to, fingerprinting and photography equipment, emergency breathing and rescue equipment (SCBA), two-way radios, restraint equipment, stand-off equipment, firearms, and related equipment; First Aid and CPR.

Ability to:

- Follow written and oral instructions;
- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Operate specialized detention equipment; Operate a motor vehicle;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Qualify and maintain certification with firearms, oleoresin capsicum, taser, arrest/control and defensive tactics, handcuffing, weapons retention and disarming, CPR and First Aid, self-controlled breathing apparatus (SCBA, Prison Rape Elimination Act (PREA), ground control techniques, use of force, hostage procedures, etc. (Must maintain a minimum of forty (40) hours of training bi-annually to maintain POST Certification);
- Demonstrate proficiency in the use and care of firearms;
- Maintain, interpret, and produce records, logs, documentation, and reports;
- Escort inmates to and from facilities, to and from court, and other appointments;
- Deal verbally and/or physically with uncooperative, distraught, mentally ill, hostile inmates;
- Use the appropriate amount of force in relation to the inmate resistance or need for force in accordance with proper process and procedure to control resistive, violent, and aggressive inmates;
- Recognize and respond appropriately to unusual medical, physical, or mental conditions of inmates;
- Work independently as well as in teams, including with special response and security teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with inmates, fellow staff members, supervisors, other County employees, the public, and with persons with varied racial, ethnic, or economic backgrounds;
- Communicate clearly and concisely, orally and in writing and prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning



work progress, including present and potential work problems and suggestions for new or improved ways to address them;

- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; Make split second decisions during emergency situations.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required; degree in criminal justice or related field is preferred, and;
- Law enforcement or detention facility experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;
- Must successfully complete a polygraph examination upon hire;
- Must successfully complete the Police Officer Safety and Training (POST) Physical Fitness Test upon hire.

### **Special Qualifications**

- Idaho POST basic detention certification within one year of hire is required;
- Idaho Driver's License is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, on a two-way radio, and a telephone, and discern sounds against normal background noise requiring investigation or indicating an emergency situation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review a wide variety of written and electronic text materials, and discern behavior and activities requiring investigation or indicating an emergency situation;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports, utilize required specialized equipment, operate standard office equipment and a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, reflexes, and physical strength, with or without reasonable accommodation, which permits the employee to sit, stand, and walk for long periods of time, lift up to 50 pounds, respond physically to restrain inmates, and work in a detention environment.

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**Application Instructions:** Must fill out **Bannock County Sheriff's Office application** available at the Bannock County Sheriff's Office, 5800 South 5th between 7:00 a.m. and 6:00 p.m. Monday through Thursday or on the Bannock County Website at [www.bannockcounty.us](http://www.bannockcounty.us).

**Please deliver completed applications to:** Bannock County Sheriff's Office, 5800 South 5<sup>th</sup>, between 7:00 a.m. and 6:00 p.m., Monday through Thursday.

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# **BANNOCK COUNTY**

## **CUSTODIAN**

Department: Sheriff

Pay Grade: 1, \$10.49 per hour

Opening Date: July 23, 2018

Closing Date: Until Filled

(This is a Part Time Position, up to 19 hours per week, with no benefits.)

**Application Instructions:** Must fill out Bannock County Sheriff's Office application available at the Bannock County's Sheriff's Office, 5800 South 5<sup>th</sup> between 7:00a.m. and 6:00 p.m. Monday through Thursday.

Contact Persons: Tereca Argyle (208) 236-7100  
Chief Deputy Jim Dalley (208) 236-7124

### **Purpose of Class**

Performs routine custodial work in public buildings; performs related work as required.

### **Primary Function**

The primary function of an employee in this class is to perform routine custodial and cleaning tasks in assigned areas of public buildings. Additionally, an employee in this class may be assigned to other maintenance duties in County facilities. The position may be fulltime or part-time. Work is performed under the direct supervision of a Lead Custodian. The principal duties of this class are performed in a public building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Sweeps and mops floors, including public hallways and department offices, meeting rooms, and restrooms; Vacuums carpeted floors;
- Strips and waxes floors and shampoos carpets on regular maintenance schedule;
- Dusts and wipes off surfaces;
- Cleans and sanitizes restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floor areas;
- Maintains supply levels in restrooms, including toilet paper, paper towels, and soap;
- Washes walls, windows and surface areas;
- Empties and cleans trash containers, including transporting bagged waste to outside trash receptacles. Dusts and cleans air vents;
- Cleans and polishes mirrors, wood, and other special reflective and decorative surfaces;
- Cleans spills, spot cleans carpets, and removes graffiti as needed;
- Cleans and maintains custodial equipment;
- Maintains sufficient inventory of cleaning supplies;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- Sets up for and breaks down after public meetings;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture.

Ability to:

- Follow written and oral instructions;
- Operate, maintain and perform minor repairs to powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners and power washers;
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters;
- Communicate effectively with the public and other employees.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is preferred, basic reading and math abilities are required; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, telephones, and safety warnings such as alarms and emergency warning sounds;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, distinguish dirt or marks on surfaces and move through unfamiliar buildings and rooms;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of cleaning devices including powered equipment, hand equipment and small objects, and to make adjustments to equipment;
- Sufficient strength to lift objects up to 70 pounds, maneuver powered cleaning equipment such as vacuums and scrubbers, carry objects up to 70 pounds for a distance up to 150 yards, stand for periods of time up to three to four hours, and to adapt to and move between work stations and job tasks on a single shift;
- Sufficient body flexibility and balance to perform cleaning operations which require repeated bending and stooping motions, including climbing and working on ladders;
- Sufficient personal mobility, flexibility, stamina, and balance, with or without reasonable accommodation, which permits the employee to work in areas with only artificial light, to work within a tightly enclosed area such as closets and small offices, to work while exposed to unpleasant odors and with allergenic substances such as cleaning solutions and dust, and to work in a custodial environment;

- Sufficient attention to concentrate on tasks when distracted and to return to and complete tasks when distracted.

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Veteran's Preference given pursuant to Idaho Code.

# **BANNOCK COUNTY**

## **JUVENILE ATTENDANT Part -Time**

**(Currently hiring both Female and Male Attendants)**

Opening Date: December 19, 2017

Closing Date: Until Filled

Pay Grade: 6, \$14.69/hour

Status: Part- time, 19 hours or less per week\*

(This is a part time position with no benefits.)

\*Since this is a 24 hour day, 7 days a week facility, the successful applicant may be required to work during any shift. They may also be required to work some holidays, weekends, and/or evenings as needed.

### **Purpose of Class**

Performs general non-sworn officer duties for the County's juvenile detention facility; performs related work as required.

### **Primary Function**

The principal function of an employee in this class is to perform non-sworn officer duties to ensure the safety and security of the County juvenile detention center. Work is performed under the general direction of a Department supervisor. Some latitude is granted to the employee but work is subject to stringent state and County legal guidelines. A Juvenile Attendant position may be assigned to on-call and/or part-time status (less than 20 hours per week) where the employee may be required to fill a shift on short notice and on a 24-hour availability. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger and health hazards.

### **Essential Duties and Responsibilities: (will vary by assignment)**

- Monitors the activities of the staff and inmates in the County juvenile detention facility to ensure the safety and security of the facility and to ensure standards, policies, and procedures are implemented and followed;
- Processes new inmates into the juvenile detention center, including ensuring charges and other documents are correct and complete, fingerprinting, photography, physical search, preparing documents and records, data entry, housing assignment, clothing issuance, and related booking duties;
- Coordinates inmate scheduling, including court and hearing appearances, evaluations, interviews, and related scheduling;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition; may include installation of electronic monitoring equipment;

- Monitors and logs inmate incoming and outgoing mail, distributes mail to inmates;
- Maintains facility security by patrolling the secure areas within and around the juvenile detention center, following policies, procedures, and established timelines;
- Monitors inmate behavior in a variety of situations, including assigned housing, classroom, dining, recreation areas, and related secure areas;
- Monitors inmate activities in a variety of situations, including education and recreation; cleaning; mealtimes; showering; interactions with other inmates, teachers, officers, and counselors; contact visitation; and telephone calls;
- Performs census count to determine facility population and that inmates are accounted for;
- Performs perimeter security checks;
- Transports and escorts inmates to court hearings, legal proceedings, and other designated appearances;
- Picks up, transports, and assists in serving inmate meals;
- Supervises inmate hygiene, including showers, clean clothing, and laundry;
- Determines if inmates are ill or injured and obtains medical assistance when needed;
- Maintains logs, records, reports, and required documentation;
- Performs all work duties and activities in accordance with federal, state, County, and Department statutes, laws, ordinances, policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Works non-traditional hours; the facility is staffed 24 hours/day and must be available weekends and holidays;
- On call after regular work hours to respond to emergency situations;
- On call 24/7 to respond to fill a shift as required;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Detention methods, procedures, practices, equipment, and objectives;
- County procedures including booking, detention, handling and release of juvenile inmates;
- Detention procedures and practices, including inmate confidentiality;
- Federal and state laws, statutes, and codes applicable to detention and the jail environment;
- County and Department policies, procedures, and practices, including inmate restraint procedures;
- Standard office equipment, personal computers, and job-related software;
- Specialized equipment used in booking and detention, including but not limited to, fingerprinting and photography equipment, emergency breathing and rescue equipment, two-way radios, restraint equipment, stand-off equipment, and related equipment;
- First Aid and CPR.

Ability to:

- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Operate specialized detention equipment;
- Operate standard office equipment, including a personal computer using program

applications appropriate to assigned duties;

- Operate a motor vehicle;
- Maintain, interpret, and produce records, logs, documentation, and reports;
- Escort inmates to and from facilities, to and from court, and other appointments;
- Deal physically and/or verbally with uncooperative, distraught, and hostile inmates;
- Recognize unusual medical, physical, or mental conditions of prisoners;
- Work independently as well as in teams;
- Follow written and oral instructions;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with inmates, fellow staff members, supervisors, other County employees, the public, and with persons with varied racial, ethnic, or economic backgrounds;
- Communicate clearly and concisely, orally and in writing;
- Prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required; and
- Some experience in a detention facility is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho POST certification within one year of hire date is required;
- Idaho drivers license is required;
- First Aid and CPR certifications are required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, on a two-way radio, and a telephone, and discern sounds against normal background noise requiring investigation or indicating an emergency situation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review a wide variety of written and electronic text materials, and discern behavior and activities requiring investigation or indicating an emergency situation;

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports, utilize required specialized equipment, operate standard office equipment and a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, reflexes, and physical strength, with or without reasonable accommodation, which permits the employee to sit, stand, and walk for long periods of time, lift up to 50 pounds, respond physically to restrain inmates, and work in a detention environment.

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You can pick up an application at the Juvenile Detention Center, 137 S. 5<sup>th</sup> or the Bannock County Human Resource Office, 5500 S. 5<sup>th</sup> Ave. You can also download an application from our website at [www.bannockcounty.us/juvenile/detention](http://www.bannockcounty.us/juvenile/detention). For more information call 234-1080 ext. 10, or 236-7297.

Completed applications can be delivered to **Juvenile Detention Center at 137 South 5<sup>th</sup>**, Pocatello, or to the Bannock County Human Resource Office, 5500 S. 5th, Pocatello, ID, 83204.

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# **Bannock County**

## **Event Center/Wellness Complex**

### **Temporary Landscape/Maintenance Worker**

Opening Date: April 10, 2018

Closing Date: Until Filled

Salary: \$11.23 per hour D.O.E.

Variable hours per pay cycle and shift, up to 120 hours per calendar month.

Temporary position not to exceed 5 months with no benefits.

#### **Purpose of Class**

Assure the proper monitoring, scheduling, and changing of various types of irrigation systems. Assist in the maintenance of irrigation systems, perform routine irrigation tasks, and provide information and directions to the Event Center/Wellness Complex as needed. Assist other employees in all aspects of maintenance and setting up for events. Additionally, an employee in this class is assigned to other maintenance duties including, grounds keeping, painting, and equipment maintenance. Duties of this class are performed outdoors and include use of motor vehicle, power tools, equipment, and may involve related hazards.

#### **Essential Duties and Responsibilities (will vary by assignment)**

- Control, maintain the irrigation systems; Provide general cleanup, lawn maintenance duties including irrigation, mowing, fertilization and related duties;
- Assist patrons with directions, and related information; Suggest/assist in monitoring of irrigation schedules; Work in accordance with County/Department policies, procedures and safety practices.
- Other duties as assigned, (i.e. bathroom cleaning).

#### **Competence Requirements**

##### **Knowledge of:**

- Methods, materials, tools and standard practices of irrigation, maintenance and landscape needs;
- Basic facilities maintenance;
- Customer service practices and procedures; Basic computer operations;
- Safety practices and procedures relating to irrigation and landscaping practices; Safety procedures when operating motorized vehicles, equipment and power tools.

##### **Ability to:**

- Work independently, use good judgment;
- Operate, maintain and perform repairs to irrigation equipment included, but not limited to, 4 wheelers, aluminum hand lines, automatic lawn systems, pop up irrigation heads, lawn mowers;
- Follow written and oral instructions; Remain calm under stressful situations;

- Communicate effectively with the public and other employees sometimes in sensitive situations.

**Acceptable Experience and Training:**

- Combination of experience and training which provides the knowledge, abilities to perform the work; Idaho Driver's License is required.

**Essential Physical Abilities:**

- Sufficient clarity of speech and hearing, with or without reasonable accommodations, permit the employee to discern and give verbal instructions, use telephones, and give or hear safety warnings such as vehicle backup alarms and emergency warning sounds;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to move irrigation pipe, operate motorized vehicles, lawn mowers, powered equipment and small objects, and to make adjustments to equipment;
- Sufficient strength to lift objects up to 60 pounds, maneuver irrigation systems and other equipment used for irrigation and landscaping and other manual work involved at the fairgrounds;
- Sufficient body flexibility and balance to perform such duties as moving pipe, landscaping, and other maintenance activities;
- Sufficient attention to concentrate on tasks when distracted and return and complete tasks when distracted.

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Applications and job descriptions can be downloaded from our website at [www.bannockcounty.us](http://www.bannockcounty.us), or picked up at the Bannock County Human Resource Office, 5500 S. 5th, Pocatello, ID 83204. Completed applications and resumes can be delivered to:

**Bannock County Human Resource/Risk Management  
5500 S. 5th Ave.; Pocatello, ID 83204**

**Veterans Preference Given Pursuant to Idaho Code.  
Bannock County is an Equal Opportunity Employer.**