

**Idaho Judicial Branch
Position Description**

Position Title: Scanning Assistant (Temporary)
Effective Date: February 2019
Salary/Range: \$10.00/hr
FLSA Coverage: Covered
EEO Job Category: Administrative Support
Hours/Week: Part-time 19.50 hours per week/no benefits

General Summary:

Scans documents and provides general office support activities for the Clerk of the Supreme Court and Court of Appeals Office. Work is performed under the direct supervision of the Clerk.

Major Duties and Responsibilities: The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Scans Case Records at the Clerk of the Supreme Court Office;
- Performs other duties as assigned.

Minimum Qualifications:

Knowledge, Skills, and Abilities:

- Knowledge of general office equipment;
- Knowledge of good customer service techniques;
- Ability to effectively use Microsoft software products
- Ability to pay attention to detail;
- Ability to organize work and manage time well;
- Ability to maintain confidentiality;
- Ability to follow instructions given;
- Ability to work semi-independently

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

Application Instructions:

If interested in being considered for this position, please complete the employment application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101. **Application materials must be received by 5:00 p.m., MDT. Monday, April 1, 2019.**

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.