

# Court Assistance Officer

**Salary**

\$74,127.80 Annually

**Location**

Coeur d'Alene, ID

**Job Type**

Regular Full-Time

**Job Number**

2026-00017

**Department**

District Court - Specialty Courts

**Opening Date**

03/02/2026

**Closing Date**

Continuous

**Summary**

## Court Assistance Officer

Are you passionate about helping people navigate complex legal systems? Do you thrive in a role where professionalism, neutrality, and compassion intersect?

The First Judicial District is seeking a **Court Assistance Officer (CAO)** to serve as a vital bridge between the court and self-represented litigants in family law and civil matters. This highly visible, community-centered role ensures individuals have meaningful access to court processes—without providing legal advice or representation.

**Why You'll Love This Opportunity:**

- **Competitive Pay:** \$74,127.80 annual salary
- **Amazing Benefits:** Enjoy an exceptional [benefits package](#), including health care for eligible employees and their dependents through our **free medical clinic**, offering primary care, medications, lab services, and more
- **Generous Paid Time Off:** Earn up to 8 hours of vacation each month, with increases based on your years of service. We believe in giving you time to relax and recharge!
- **Secure Your Future:** Benefit from a strong retirement plan through the Public Employees Retirement System of Idaho (PERSI), so you can feel confident about your future.
- **Career Growth:** Opportunities for advancement and eligibility for public student loan forgiveness.

**What You'll Do:**

- Guide self-represented litigants through court procedures, forms, and filing requirements.
- Provide standardized forms, written instructions, and clear procedural information.
- Maintain strict neutrality—offering information, not legal advice.
- Refer individuals to appropriate legal aid organizations, agencies, and community resources.
- Travel regularly throughout the First Judicial District to maintain consistent office hours.
- Respond to high volumes of in-person, phone, and email inquiries.
- Provide basic computer assistance for court filings and forms.
- Train and support court personnel on assistance procedures.
- Promote public awareness of the Court Assistance Program.
- Collaborate with judges, clerks, Family Court Services, and justice partners.
- Prepare monthly and annual reports for the Idaho Supreme Court.
- Supervise clerical/administrative staff as assigned.
- Take a closer look at the full [job description](#) to see if this role is the right fit for you.

#### **What We're Looking For:**

- Four (4) or more years of legal experience in family law, civil procedure, or related practice areas.
- Bachelor's degree or paralegal degree.
- Substantial legal knowledge and experience sufficient to explain court procedures and standardized forms.
- Ability to travel regularly throughout the district.
- Calm and professional—even in emotionally charged situations.
- Organized, detail-oriented, and capable of working independently.
- Culturally competent and comfortable serving diverse communities.
- Committed to confidentiality and ethical standards.

#### **Why You'll Love Working Here:**

You'll be working in [Kootenai County](#), one of the most picturesque places in northern Idaho! Nestled among scenic mountains and over 20 pristine lakes, our county is an outdoor enthusiast's dream. Located in **Coeur d'Alene**, you'll enjoy a low crime rate, access to stunning natural beauty, and a peaceful, friendly community—making it the ideal place to work and live.

#### **Ready to Apply?**

Visit our online application page [Kootenai County Employment Opportunities](#) to submit your application, cover letter and resume. Open Until filed!

Candidates for employment must successfully complete the County's pre-employment and drug screening.

**Questions?** Reach out to our Human Resources team at (208) 446-1640 or email [kcrecruit@kcgov.us](mailto:kcrecruit@kcgov.us).

**Equal Opportunity Employer/Vets Preference/Drug-Free Workplace**

**Employer**

Kootenai County

**Address**

451 N Government Way  
PO Box 9000  
Coeur d'Alene, Idaho, 83816

**Phone**

(208) 446-1640

**Website**

<http://www.kcgov.us/departments/personnel/jobs/>