**Idaho Judicial Branch**

**Job Description**

**Position Title:** Deputy Clerk

**Effective Date:**  November 2016

**Salary Grade/Range:** Grade 11/$34,000 - $39,000/yr.

**FLSA Status:** Non-exempt

**EEO Job Category:** Administrative Support

**General Summary:**

The Deputy Clerk is responsible for performing detailed clerical duties for the Clerk of the Supreme Court and the Court of Appeals Office. Incumbents assist attorneys, the general public, and other governmental agencies by providing information regarding appellate procedures and processing appellate filings. The Deputy Clerk works under the supervision of the Clerk of the Supreme Court and the Court of Appeals with day-to-day guidance provided by the Chief Deputy Clerk.

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

* Drafts court orders (sometimes highly complex) for the Idaho Supreme Court and Court of Appeals;
* Greets customers, provides requested information or refers to the appropriate party;
* Provides information regarding appellate filings and procedures to attorneys and the general public;
* Responds to phone inquiries from the public and provides answer to non-legal questions about cases or directs calls to other for detailed explanation;
* Accepts and logs filings;
* Tracks motions and pleadings;
* Prepares correspondence and notices to attorneys, the general public, and other government agencies;
* Coordinates court ceremonies for the Supreme Court such as new lawyer swearing in ceremony, memorial ceremonies, as well as investiture;
* Reviews filings for compliance with court rules;
* Assists with calendaring;
* Assists in coordinating travel schedules for the Supreme Court and Court of Appeals;
* Inputs case information in case tracking software;
* Sorts and distributes mail;
* Acts as backup for other Clerk’s Office staff;
* Updates case citations with the Idaho Reports;
* Performs other duties as assigned.

**Minimum Qualifications:**

*Education and Experience:*

* A high school diploma or equivalent; a bachelor’s degree in a related field or paralegal certification preferred;
* A minimum of three years of experience working in a legal environment; five or more years of experience preferred;
* Must have strong written and verbal communication skills and a commitment to public service.

*Knowledge, Skills, and Abilities:*

* Skill in organizing work and paying attention to detail
* Ability to work effectively with co-workers and members of the public in a professional, collegial demeanor;
* Ability to assist all citizens who come to the Supreme Court for assistance;
* Ability to maintain consistent, regular attendance;
* Ability to understand and follow verbal and written instructions;
* Knowledge of district court/appellate case processing preferred;
* Knowledge of the legal process and terminology;
* Knowledge of MS Office including Outlook, Word, Excel, and PowerPoint;
* Knowledge of general office practices and procedures;
* Ability to work with disturbing photographs, evidence items, and documents;
* Ability to express ideas clearly and concisely verbally and in writing;
* Ability to provide exceptional customer service;
* Ability to maintain confidentiality;
* Ability to lift boxes weighing up to 30 lbs.

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities of this position.

The Idaho Courts are 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.

 **Application Instructions:**

If interested in being considered for this position, please complete the employment application on our website at [www.isc.idaho.gov/careers](http://www.isc.idaho.gov/careers) and submit it, along with your cover letter and résumé, to hr@idcourts.net or to the Idaho Judicial Branch, Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101. Application materials must be received by ***December 12 by 5:00 p.m., MST.***