

# BLAINE COUNTY

206 S 1<sup>st</sup> Ave, Suite 300, Hailey, Idaho 83333

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## Job Announcement

<b>Job Title:</b>	Court Operations Specialist I/II/III
<b>Department:</b>	District Court
<b>Reports To:</b>	Chief Deputy Clerk of the Court
<b>FLSA Status:</b>	Full-Time (40 hours/week) / Non-Exempt
<b>Starting Pay:</b>	\$20.36-\$26.50/hour depending on experience

### **Blaine County Judicial Department's Mission Statement:**

The Blaine County District Court efficiently and effectively serves the needs of Blaine County citizens and ensures the Blaine County Courts function proficiently to ensure trust for those involved in the judicial system.

### **General Statement of Duties:**

A Court Operations Specialist works to ensure the Blaine County Judicial system runs efficiently by providing excellent service to all Blaine County judicial customers. This position performs a wide range of duties within the department including balancing and receipting large quantities of money, managing civil and criminal caseloads, clerking court proceedings and providing administrative support to judges.

### **Primary Job Responsibilities:**

#### ***Court Operations Specialist I -***

- Provides outstanding customer service to all customers, at all times.
- Interacts well with a diverse customer base ranging from judges, clerks, attorneys, secretaries, law enforcement officers, adult and juvenile offenders, bondspersons, victims, bailiffs and jurors.
- Communicates effectively with stressed and potentially dangerous customers on a daily basis; utilizes conflict resolution skills to deescalate situations as necessary.
- Responds to inquiries made by County Clerk, Chief Deputy Clerk of the Court, Court Operations Supervisor, fellow Court Operations Specialists, judges, attorneys, prosecutors, probation officers, law enforcement, self-represented litigants, and the general public.
- Retains on-the-job knowledge received from Chief Deputy Clerk of the Court, team members and judges; attends trainings offered by Fifth District and Idaho Supreme Court to gain knowledge in order to provide enhanced customer service.
- Manages infraction and payable misdemeanor cases.
- Manually enters citation data into court computer system, Odyssey Case Manager (OCM).
- Responsible for handling large quantities of money and accurate balancing of the money drawer nightly.

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- Responsible for importing citations into OCM from Idaho State Police; receives and receipts payments on infraction and payable misdemeanor cases; enters disposition information into OCM to report correctly on offender's driving and criminal record.
- Processes citation dismissals filed electronically by prosecuting attorneys.
- Reviews and studies Idaho Code Statutes, Blaine County Codes and local City Codes to calculate fines and/or court costs.
- Runs and audits weekly reports prior to sending to the Idaho Transportation Department.
- Clerks infraction court trials independently including accepting not-guilty pleas, calendaring, administering oaths to witnesses and interpreters, taking accurate court minutes of the proceedings, ensuring all court proceedings are recorded by operating electronic recording equipment, creating judgements or other documents needed by the judge, and maintaining possession of all exhibits admitted into evidence.
- Processes tax intercept payments.
- Reviews Odyssey File and Serve system (OFS) to accept or reject new cases and documents filed electronically by attorneys, small claims businesses and government agencies.
- Conducts research based upon requests made by attorneys or the public.
- Transmits weekly case filing and disposition of OCM reports to local police agencies and media.
- Receives and receipts cash, surety and other bonds from jail facilities.
- Performs general clerical office duties including answering the telephone, assisting customers, reviews judges' queues in OCM to process signed documents, and issues subpoenas, writs of execution, summonses and warrants.
- Scans documents filed by self-represented litigants into OCM.
- Participates in office cross training and job trading schedules.
- Performs other related duties as assigned.

## ***Court Operations Specialist II -***

- Provides administrative support to judges; acts as liaison between judges and attorneys, probation officers, law enforcement, self-represented litigants and the public; maintains judges' calendars and Odyssey Judge Edition; prepares judges for court proceedings by electronically flagging filed documents.
- Oversees civil and criminal cases filed in Magistrate and District Court.
- Clerks a variety of different magistrate and district court proceedings including multiple-day court trials; responsible for taking accurate court minutes; maintains possession of all trial exhibits; administers oaths; records court proceedings; creates judgements and other documents needed by the judge; retains confidentiality of sealed court records and proceedings.
- Contacts and schedules interpreters of all languages as necessary for participants in court proceedings.
- Processes multiple queues in OCM to annotate, process, and serve documents signed by judges.
- Inputs offender fingerprint card numbers into OCM to ensure reporting of convictions.
- Performs other related duties as assigned.

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## ***Court Operations Specialist III -***

- Independently oversees multiple subtypes of civil, criminal and juvenile cases filed in the Magistrate and District Courts, including appeals to the Idaho Supreme Court.
- Clerks complex and lengthy pre-trial proceedings, court trials and jury trials.
- Opens new misdemeanor and infraction criminal cases; issues summonses and search, arrest and bench warrants.
- Responsible for performing all coordination activities of one or more of the Court Programs or Specialty Courts including but not limited to Attendance Court, Guardianship and Conservatorship, Court Assistance Program, Treatment Courts, Juvenile Court, Small Claims, Parenting Class and Visiting Judges' caseloads.
- Performs other related duties as assigned.

## **Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities.

## **Education and Work Experience:**

### ***Court Operations Specialist I -***

- Associate's Degree in Business or other applicable area of study;
- At least two (2) years' experience in performing customer service or general clerical;
- Any equivalent combination of education, experience and training which demonstrates the knowledge and abilities necessary to perform the work of a Court Operations Specialist I.

### ***Court Operations Specialist II -***

- Bachelor's Degree in Business or other applicable area of study;
- At least two (2) years' experience as a Court Operations Specialist I;
- Any equivalent combination of education, experience and training which demonstrates the knowledge and abilities necessary to perform the work of a Court Operations Specialist II.

### ***Court Operations Specialist III -***

- Bachelor's Degree in Business or other applicable area of study;
- At least two (2) years' experience as a Court Operations Specialist II;
- Any equivalent combination of education, experience and training which demonstrates the knowledge and abilities necessary to perform the work of a Court Operations Specialist III.

## **Language Skills:**

- Must have the ability to communicate by understanding and speaking the English language; read, analyze, and interpret communications from numerous county departments as well as outside entities; read, analyze and interpret various government regulations and legal documents.
- Excellent written and verbal communication skills, including e-mail and Internet communications.

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## **Mathematical Skills:**

- Ability to work with mathematical concepts and apply them to practical situations.

## **Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of situational variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Other Knowledge, Skills, and Abilities:**

- Basic skills in principles and practices of bookkeeping.
- Principles and practices of organization, planning and records management.
- Knowledge of Microsoft Office programs including Excel, Word and Outlook.
- Ability to learn unknown computer programs and effectively apply them to everyday duties.
- Capable of operating computers, scanners, telephones, facsimile machines, copiers and other general office equipment.
- Skills in customer service techniques; capacity to deal with “high stress” individuals on a daily basis; ability to manage own personal stress level.
- Ability to prioritize multiple tasks and projects with multiple interruptions; meet critical deadlines; work in a fast-pace environment.
- Ability to learn unknown computer programs and effectively apply knowledge to everyday duties.
- Ability to establish and maintain effective professional and working relations with co-workers and customers; ability to work well either in diverse groups or alone.
- Ability to perform essential duties with efficiency and accuracy.
- Must be able to maintain confidentiality.
- Ability to work after hours on occasion.
- Ability to type 60 WPM.
- Must be able to pass a criminal history background check.
- Must possess a valid Idaho Driver’s License.

## **Essential Physical Abilities:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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## **Working Environment**

- Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; lifting of office supplies (e.g. binders, case files, exhibits) and work under stress of deadlines.

## **Equal Opportunity Employer:**

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

I have read and understand the contents of this job description, and I have received a copy of this Job Description for my records.

***Applications will be accepted until the position is filled.***