
Position Title: SRBA Deputy Clerk/Assistant to Special Master
Effective Date: February 2024
Salary Grade/Range: Grade 11/ \$43,310 - \$50,139
FLSA Status: Non-exempt
EEO Job Category: Administrative Support

General Position Summary:

The SRBA Deputy Clerk/Assistant to Special Master provides legal assistance and technical support functions for the SRBA Special Masters and the Presiding Judge. The position works under the general direction of the Presiding Judge.

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.)

- Reviews active and inactive case reports and sets hearings and issues notices as necessary;
- Prepares orders, notices, and correspondence on routine matters;
- Drafts, proofreads, and finalizes special master reports and recommendations;
- Maintains paper and electronic case files for special masters including docketing all orders, notices, and reports into the case management system;
- Maintains the court calendar for special master including arranging and coordinating hearing locations statewide, locating and reviewing files, and preparing minutes;
- Prepares files and materials for court hearings;
- Accepts court filings, docket, and distributes copies;
- Reviews documents for accuracy;
- Answers phone lines, routes calls, and operates all office equipment;
- Performs in-court duties such as taking minutes, swearing in witnesses, processing exhibits, and operating all audio and recording systems;
- Provides information to the Presiding Judge, court staff, claimants, and the public;
- Orders and inventories office supplies;
- Performs routine administrative support tasks;
- Prepares monthly status reports for the Presiding Judge and Idaho Department of Water Resources.

Minimum Qualifications:

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

Education and Experience:

- High school graduation or equivalent;
- A minimum of two years of experience as a court clerk, legal secretary or a related position; three years preferred.

Knowledge, Skills, and Abilities:

- Knowledge of general office practices and procedures;

- Knowledge of English grammar and punctuation;
- Knowledge of legal practices and procedures;
- Knowledge of the Idaho Courts preferred;
- Skill in the use of Windows Office software;
- Ability to follow complex verbal and written instructions;
- Ability to prioritize and organize work;
- Ability to communicate effectively verbally and in writing;
- Ability to establish and maintain effective working relationships with judges, attorneys, co-workers, and the general public;
- Ability to lift boxes weighing up to 30 lbs.;
- Ability to maintain confidentiality.

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 accommodation for applying or interviewing, please notify human resources.