

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 18th day of December, 2025.

Upon the motion of Commissioner Van Boek and the second by Commissioner Brooks the Board resolves as follows:

To adopt the changes to the **job description, and job title of one (1) position and the job title, and grade of three (3) positions** in the **Clerk of the Court department.**

One (1) Training and Development Manager, salary grade 15, min \$72,488.00 – max \$100,027.20 annually, position control number 104 336 671, FLSA Exempt.

To

One (1) Assistant Director of Court Operations, salary grade 15, min \$72,488.00 – max \$100,027.20 annually, position control number 104 336 671, FLSA Exempt.

And

One (1) Court Clerk IV, salary grade 13, min \$25.11 – max \$34.66 hourly, position control number 104 336 672, FLSA Non-Exempt.

To

One (1) Court Clerk III, salary grade 12, min \$21.54 – max \$30.50 hourly, position control number 001 268 672, FLSA Non-Exempt.

And

One (1) Court Clerk IV, salary grade 13, min \$25.11 – max \$34.66 hourly, position control number 104 336 328, FLSA Non-Exempt.

To

One (1) Court Clerk III, salary grade 12, min \$21.54 – max \$30.50 hourly, position control number 001 268 328, FLSA Non-Exempt.

And




One (1) Court Clerk IV, salary grade 13, min \$25.11 – max \$34.66 hourly, position control number 104 336 695, FLSA Non-Exempt.

To

One (1) Court Clerk III, salary grade 12, min \$21.54 – max \$30.50 hourly,
position control number 001 268 695, FLSA Non-Exempt.

Updated Job Descriptions are attached.

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
 _____ Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 _____ Commissioner Brad Holton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
 _____ Commissioner Zachary Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: RICK HOGABOAM, CLERK



Deputy Clerk

Date: 12.18.25



Assistant Director of Court Operations

Department: Clerk/Auditor/Recorder

FLSA Designation: Exempt

Pay Grade: 15

Effective Date: 12/25

Job Summary

Performs administrative, managerial, and complex clerical, judicial, and office support duties, and establishes guidelines and procedures to expedite and maintain the processes, procedures, and protocols of the District and Magistrate court system. The work is performed under the general supervision of the Director of Court Operations and the County Clerk. Direct supervision is exercised over subordinate clerk classes. Works closely with the Idaho Supreme Court; acts as a liaison with other court clerks throughout the State of Idaho.

Key Responsibilities:

- **Leadership and Supervision**
 - Assist with the recruiting training, supervision, evaluation, and direction of the work of subordinate employees, assign and set project priorities, monitor workload, and monitor work for timely completion with legal standards and guidelines;
 - Assist with monitoring staff compliance with ethical and competency standards including, but not limited to, position misuse/abuse, confidentiality, conflict of interest, job performance, and related issues;
 - Assist with the administration of the daily clerical, judicial secretarial, and office support functions of the District and Magistrate court systems.
- **Court Policies and Procedures**
 - Assist with the administration and implementation of Court policies and procedures related to clerking, and general judicial support functions, including evaluation of current policies and procedures, consulting with judges and other affected parties, and recommending changes and improvements;
 - Monitors and implementation of changes in policies and procedures as mandated by the Idaho Supreme Court and State Legislature;
 - Assists with the mediation and resolution of issues and problems involving court users, court personnel judges, attorneys, law enforcement agencies, community interest, and advocacy groups, vendors, the news media, elected and appointed officials, and the public.
- **Court Processes**
 - Process and distribute incoming and outgoing case files, documents, and correspondence; process incoming files to determine status and required actions; determine if affidavits and documents are current;
 - Perform data entry, logging cases into the centralized records system, and updating as needed, track case files to ensure hearings and proceedings are held in accordance with prescribed timelines;
 - Prepare court calendars and schedules, process dismissed cases, and process appeals, prepare and maintain reports, records, logs, correspondence, and documents.

- **Other Duties**

- Performs all work duties and activities following County policies, procedures, and safety practices;
- All other duties as assigned.

Qualifications

Skills and Abilities

- Knowledge of court and judicial system operations, processes, procedures, protocols, terminology, and policies with emphasis on the functions and duties of the Clerk of the Court;
- Cash handling, bookkeeping, accounting practices and procedures;
- Applicable Court requirements and current methods and techniques of record and file creation and retention, maintain individual and Court confidentiality;
- Direct the complex operations and functions of a department to provide support, maintain, interpret, and apply court legislative policies, procedures, guidelines, mandates, and standards;
- Establish and maintain effective working relationships with judges, the public, attorneys, court personnel, law enforcement agencies, and personnel, local elected and appointed officials, and subordinate and other County employees under occasionally stressful conditions;
- Recruit, train, supervise, direct, discipline, and evaluate employees.

Special Qualifications

- Deputy Clerk certification by Idaho Supreme Court and Idaho Institute for Court Management required within the first year of employment;
- Must successfully complete a background investigation.

Education and Experience

- High school diploma or GED equivalency with course background in office skills required;
- Minimum of five (5) years of specialized court clerk training obtained through professional workshops and seminars;
- Minimum of five (5) to eight (8) years of experience in a court clerk position, including two (2) years of employee recruitment and management, budgeting, and purchasing experience required.

Essential Physical Abilities

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks
- Ability to lift 25 lbs

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment

contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.