MINIDOKA COUNTY
715 G STREET
PO BOX 368
RUPERT, ID 83350

Tonya Page
Clerk of the District Court
Ex-Officio Auditor & Recorder
208-436-7180 x110 Telephone

LAW CLERK
JOB OPENING
for Fifth Judicial District Court Judge of Minidoka County, State of Idaho

SALARY	$75,000 Annual; $36.06 Hourly
LOCATION	Minidoka County, Idaho
JOB TYPE	Full-time
DEPARTMENT	District Court
OPENING DATE	10/01/2026
CLOSING DATE	When filled

Position Information

Position is available immediately and will remain open until filled.

All applicants must complete the employment application and submit it via email to tpage@minidoka.idcourts.gov or via USPS to Minidoka County Clerk Tonya Page, P. O. Box 368, Rupert, Idaho 83350. The application is required for consideration. Law Clerk position is for a term of one or two years.

Attach to application:
Cover Letter
Resume
Transcript
Writing Sample
References (3)
Letters of Recommendation (optional)

Address on cover letter:
Honorable W. Reed Cotten
Fifth Judicial District
Minidoka County
P.O. Box 368
Rupert, Idaho 83350

Job Description

CLASSIFICATION SUMMARY

Research legal data for brief or argument based on statutory law or decisions; search for and study legal records and documents to obtain data applicable to case under consideration or per judge request; prepare rough drafts of opinions and orders; prepare judgments of conviction; and prepare dispositions; keep accurate and complete document files and

correspondence of cases. Law clerk must have a basic understanding of the law and how it applies to court and procedural rules. Work is performed in an office and courtroom setting.

Duties / Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)

Assist the judge in applying the law to cases and motions before the court;
Perform research of legal issues;
Draft memos, opinions, jury instructions and orders for the judge;
Help troubleshoot technical difficulties in the courtroom;
Respond to judges', court employees', Commissioners', elected officials', other County employees' and citizens' questions and comments in a courteous and timely manner;
Meet deadlines, and sets project priorities;
Communicate and coordinate regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities;
Maintain strict confidentiality in all cases;
Assist other department and County employees as needed or requested;
Perform all work duties and activities in accordance with county policies, procedures, and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned by the district court judge.

Qualifications

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Skill and Ability to:

Research and identify essential information pertinent to a case or judge request;
Analyze and apply the law to specific facts;
Prepare legal documents;
Speak clearly and communicate accurate information to others;
Use English to communicate effectively with others;
Proficiently operate computers, software programs, such as Microsoft Word, Excel, Power Point, or similar office software to create documents and other materials, maintain information, and generate reports;
Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
Follow verbal and written instructions;
Work independently and exercise initiative, with general guidance and supervision;
Use good judgment to make sound reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies;
Maintain a professional demeanor at all times;
Maintain confidentiality;
Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
Perform all duties in accordance with county policies and procedures with regard for personal safety and that of other employees and public.

ACCEPTABLE EXPERIENCE AND TRAINING:

Juris Doctorate from an accredited college or university;
Previous experience in courts is preferred but not required;
Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the county.

PHYSICAL DEMANDS & WORK ENVIRONMENT:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by video, and by telephone.
While performing the duties of this classification, the employee works in an office on site in a setting where the noise level in the work environment is usually moderate. Some travel to surrounding counties may be required based upon the assignments of the District Court Judge.

Minidoka County Full-Time Employee Benefits include:

- Vacation Leave: minimum of 10 days of paid leave available after the first 12 months of employment
- Sick Leave: paid leave for illness up to allotted hours
- Bereavement Leave: up to three days paid leave
- Holiday Leave/Pay: Eleven recognized paid holidays
- Medical, dental, and vision insurance, paid by employer for the employee
    - Medical – Blue Cross of Idaho/Gem Plan
        - In-Network 90/10 plan on most services after deductible
        - Out-of-Network 70/30 plan on some services after deductible
        - Individual deductible $400, Family deductible $800
        - In-Network Individual out of pocket $1,660 + deductible
        - In-Network Family out of pocket $3,320 + deductible
        - Out-of-Network Individual out of pocket $3,320 + deductible
        - Out-of-Network Family out of pocket $6,640 + deductible
        - In-Network General Office Visit copay $20
    - Prescription – minimum $5 copay up to an $80 copay
    - Dental -Blue Cross of Idaho
        - $0 deductible; $1,000 maximum annual benefit
        - Preventative services payable at 100%; Basic services payable at 100%; Major services payable at 50%
    - Vision – Blue Cross of Idaho/VSP
- Medical, dental, and vision insurance for the employee's family
    - Employer pays 40% of family premium, employee pays 60% of family premium

  Public Employee Retirement System of Idaho retirement base plan, rates subject to change July 1st of each year
    - Employer pays mandatory 11.96% of employee gross pay for general members, employee pays mandatory 7.18% of gross pay
- Employee Assistance Program (EAP) via One America
- Life Insurance paid by employer for the employee
    - Portable life insurance in the amount of $15,000 via One America
    - Term life insurance in the amount of $10,000 via Gem Plan
    - Accidental Death and Dismemberment Insurance in the amount of $10,000 via Gem Plan
    - Accidental Death and Dismemberment Insurance in the amount of $15,000 via One America
    - Accelerated Death Benefit in the amount of $5,000 via Gem Plan
    - Accelerated Death Benefit via One America

Minidoka County offers access to the following with volunteer payroll deduction (premiums not paid by employer):

- AFLAC
- Washington National
- Nationwide Retirement Solutions
- PERSI 401(k) retirement volunteer option
- Portable dependent life insurance and additional employee life insurance
- Membership to Mini-Cassia Employee Credit Union
- 10 % discount on City of Rupert gym membership