



WELCOME TO BANNOCK COUNTY CURRENT OPENINGS (as of 3/4/2021)

Please click on the job title for a complete job description. To be considered, all applicants must submit a completed Bannock County Application Form.

PLEASE NOTE: We have three different application forms. You must use the correct application form for the position you are interested in. Please use the application that is indicated by the position announcement below. You can download the applications off the County Website, www.bannockcounty.us; or you can pick up the application forms at the Human Resource Office, Bannock County Courthouse, 624 E. Center, Room 101, Pocatello, Idaho 83201.

Full Time Positions

(These are full time positions with County Benefits.)

1. **Property Appraisal Assistant – Appraisal Department – Salary: \$15.97/hr. – Requires the General Application Form.**
2. **Judicial Staff Attorney – Salary: To be determined based upon qualifications – Requires the General Application Form.**
3. **Detention Deputy – Sheriff Department – Salary: \$18.29/hr. – Requires the Sheriff’s Application Form.**

Part Time Positions

(These are part time positions, up to 19 hours per week.)

1. **Part Time Deputy Treasurer – Salary: \$13.95/hr. – Requires the General Application Form.**
2. **Part time Driver’s License Technician – Salary: \$13.95/hr. – Requires the Sheriff’s Application Form.**
3. **Part Time Juvenile Attendant – Salary: \$14.93/hr. – Requires the Juvenile Detention Application Form.**

Temporary Positions

(These are temporary positions, less than 120 hours per calendar month with no benefits.)

1. **Concession Stand Attendant – Event Center – Salary: \$12.16/hr. – Requires the General Application Form.**
2. **4-H Service Assistant – County Extension – Salary: \$12.16/hr. – Requires the General Application Form.**

**Feel free to contact our office for more information, or if you have any questions.
Bannock County Human Resources/Risk Management Office:**

humanresources@bannockcounty.us

Ryan Belnap (208) 236-7217
Shanda Crystal (208) 236-7214
Ruth Ogle (208) 236-7297
FAX: 236-7022

Office location/ mailing address: *Human Resources/Risk Management*
Bannock County Courthouse
624 East Center, Room 101
Pocatello, Idaho, 83201

Veteran's Preference Given Pursuant to Idaho Code.

Bannock County is an Equal Opportunity Employer.

BANNOCK COUNTY

PROPERTY APPRAISAL ASSISTANT

DEPARTMENT: Assessor

PAY GRADE: 7, \$15.97/hr.

OPENING DATE: February 12, 2021

CLOSING DATE: February 22, 2021

(This is a full time position, with Bannock County benefits.)

Purpose of Class

Performs a variety of technical and clerical duties related to the updating and monitoring of market values with residential properties in the County. Site inspections will be performed for related work as needed.

Primary Function

The principal function of an employee in this class is to review and enter updated market value data for all real property appraisers on residential improvements and respond to requests for a wide variety of information from appraisers. The work requires careful attention to detail. The work is performed under the general supervision of the lead appraiser. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Answers incoming phone calls and greets walk in customers, provides general information to the public, answers questions and inquiries, provides specific information about property market values to the general public, title companies, fee appraisers and financial institutions, appraisals, mobile home title transfers, property tax pre payments and assessments, provides referrals to other departments or staff as needed. Also is responsible to take applications for all exemptions available to taxpayers that are under the jurisdiction of the Assessor
- Performs data entry of appraisal documents in an accurate and timely manner.
- Does data entry of building permits and sales data for residential and commercial appraisers
- Audits data input to assure accuracy per Appraiser documents and instruction;
- Operates personal computer to enter, delete and retrieve data related to property appraisals and valuations.

Other Duties and Responsibilities

- Performs other office duties, as assigned;
- Remains current on required certification by attending courses, workshops, and training seminars;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Current state code (specifically Section 63-314 relating to the Assessor's responsibility to conduct a continuing program of valuation of all taxable properties to the end that all parcels or property under the assessor's jurisdiction are assessed at current market values)
- Operation of standard office equipment, including a personal computer and job related software applications;
- Customer service procedures, techniques and objectives;
- English grammar, spelling and punctuation;
- Research methods to respond to customer inquiries

Ability to:

- Perform accurate data entry related to updating market and land values for all real property
- Maintain records efficiently and accurately
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Follow written and oral instructions;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Respond courteously to customer inquiries, including under stressful or adversarial circumstances;
- Work well under pressure;
- Establish and maintain effective working relationships with other County employee's subordinate and supervisory personnel, local appointed and elected officials and the public;
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- school diploma or GED equivalency is required and college degree preferred; and
- Two years progressive experience, preferably in a County Assessor's office, is required or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Typing speed of 50 wpm or more.

Special Qualifications

- Continuing education as required by Idaho State Tax Commission to maintain certification;
- Idaho driver's license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instruction and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions, observe, inspect, property;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including computer equipment, and operate a motor vehicle;
- Sufficient personal mobility, strength, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct field inspections, often driving or walking through rural or unimproved property, and work in an office environment.

If interested, please submit a completed Bannock County Application, Resume and a Letter of Introduction highlighting your interest and qualifications for the position.

Applications and job descriptions can be picked up at the Human Resources Office, 624 E. Center, Room 101, Pocatello, Idaho or downloaded from our website at www.bannockcounty.us.

Completed applications, resume, and letter of introduction can be delivered to Bannock County Courthouse, Human Resources Office, 624 E. Center, Room 101, Pocatello, ID 83201.

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BANNOCK COUNTY
Judicial Staff Attorney

Department: District Court	Pay Grade: To be determined based upon qualifications
Opening Date: February 8, 2021	Closing Date: Until Filled
(This is a full-time, exempt position with Bannock County Benefits.)	

Purpose of Class

The employee will provide professional legal services, with emphasis on evaluating and preparing felony criminal cases and civil cases for trial throughout the Sixth Judicial District and other judicial districts, depending on the assignment of the district judge.

Primary Function

The principal function of an employee in this class is to perform professional legal and administrative duties involving case evaluation, preparation and drafting of a variety of legal documents for the District Court. The work is performed under the general supervision of a District Court judge, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment.

Essential Duties and Responsibilities (will vary by assignment)

- Attends court hearings, and provides legal analysis and interpretation to the court;
- Provides the court with bench memos that analyze pending issues and legal precedence in order to provide guidance regarding rulings the court may make;
- Drafts memos, orders, and decisions for the court;
- Edits, reviews, and revises legal documents prepared by the court;
- Conducts informal case review with counsel on pending cases;
- Assists in curriculum development and implementation of Continuing Legal Education (CLE) courses for other staff attorneys in the 5th, 6th, & 7th Judicial Districts;
- Participates in Bar related activities; Law Day, Citizen's Law Academy;
- Assists the district judge in the preparation and presentation of law related educational programs.
- Supervises and makes assignments for paralegals and law students serving internships and externships;
- Coordinates with the University of Idaho, College of Law, Director of Externship and Pro Bono Programs to provide legal research assistants to magistrates.
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.
 - ❖ May receive assignments to perform work for other district judges or magistrates in the 6th Judicial District;
 - ❖ Community legal education volunteer to promote, and educate citizens regarding the judiciary and the legal system.

Competency Requirements

- **Clear understanding and ability to apply the:**
 - ❖ Idaho Rules of Civil Procedure;
 - ❖ Idaho Criminal Rules;
 - ❖ Idaho Rules of Evidence;
 - ❖ Idaho Appellate Rules.
- Maintain an expertise in the use of Microsoft Word, Microsoft Excel, Westlaw Next, JI Plus, Tyler Navigator and any other job-related software applications;
- Proficient in electronic legal research, Westlaw Next certification is preferred;
- Ability to write succinctly and provide direct written feedback and analysis to questions of Law;
- Exceptional English grammar, spelling, punctuation, and composition.

Ability to:

- ✓ Establish and maintain effective working relationships with other County employees, staff, attorneys, law enforcement personnel, victims, witnesses, supervisory personnel, state and local elected and appointed officials, and the public;
- ✓ Maintain a professional demeanor during stressful situations;
- ✓ Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- ✓ Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- ✓ Perform time management and scheduling functions, meet deadlines and set case priorities;
- ✓ Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- ✓ Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- ✓ Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- ✓ Accept case assignments and work independently with minimal supervision.

Experience and Training (these requirements are effective for those hired after February 1, 2021)

- ✓ Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate Degree is required;
- ✓ Admission to the Idaho State Bar or other State Bar within 6 months of employment is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person, on a telephone, and in a courtroom environment;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to assist in the preparation, monitoring, and litigation of all criminal and civil cases;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lift up to 20 pounds, and perform in a courtroom environment.

Applications and job descriptions can be picked up at the Human Resources Office, 624 E. Center St., Room101, or downloaded from our website at www.bannockcounty.us. Please submit your application and resume to:

Bannock County Human Resources Office
624 E. Center St., Room 101
Pocatello, ID 83201

BANNOCK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.
VETERAN’S PREFERENCE GIVEN PURSUANT TO IDAHO CODE.

BANNOCK COUNTY
DEPUTY - DETENTION DIVISION
SHERIFF'S OFFICE

DEPARTMENT: Sheriff	PAY GRADE: \$18.29/hr.
OPENING DATE: February 8, 2021	CLOSING DATE: Open Until Filled
(This is a full time position, with Bannock County Benefits.)	

Application Instructions: Must fill out Bannock County Sheriff's Office application available at the Bannock County Sheriff's Office, 5800 South 5th between 7:00 a.m. and 6:00 p.m.; Monday through Thursday. Contact Persons: Captain Tad Bybee 236-7130
Chief Deputy Jim Dalley 236-7124

Purpose of Class

Performs general security duties for the County's detention facility; performs related work as required.

Primary Function

The principal function of a sworn employee in this class is to perform security duties to ensure the safety and security of the County detention center. Work is performed under the direct supervision of a Sergeant. Some latitude is granted to the employee but work is subject to stringent state and county legal guidelines. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger, injury, and health hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Monitors the activities of the staff and inmates in the County detention facility to ensure the safety and security of the facility;
- Communicate effectively with other employees via two-way radio transmissions, email, verbal and written forms to relay and receive important information;
- Monitors the activities of the staff and inmates to ensure standards, policies, and procedures are implemented and followed;
- Monitors the activities of the staff and inmates to ensure the rights of inmates are protected;
- Processes new inmates into the facility, including fingerprinting, photography, physical search, processing documents, data entry, housing assignment, clothing issuance, and related booking duties;
- Arrests suspects/inmates on warrants and serves warrants as necessary following proper process and procedures;
- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition;
- Maintains facility security by patrolling the secure areas within and around the detention center, following policies, procedures, and established timelines;

- Maintains facility security by monitoring and operating electronic doors, monitoring internal radio traffic, and operating security systems;
- Monitor fire alarm emergency panels and advises Detention Deputies of the emergency. Ensures that Deputies respond to and address the emergency;
- Issues keys to Deputies reporting for work. Responsible for completing key control inventory each shift and ensuring that all keys are returned after Deputy's shift completion;
- Maintains facility security by searching for and seizing weapons, drugs, contraband, and related items. Must have thorough knowledge and training of various forms of weapons, drugs and contraband to effectively identify and properly deal with them;
- Handles and secures any evidence according to proper process and procedure;
- Ensures safety and security of the inmates, visitors and staff members by responding to fire alarms and assisting with evacuations when necessary in accordance with proper process and procedures;
- Monitors inmate behavior and activities in a variety of situations, including housing; recreation; work assignments; meals; showers; interactions with other inmates and officers; visitation; and telephone calls;
- Responds to back-up calls to control violent and resistive inmates that are using non-lethal and possibly lethal force against other inmates, employees or visitors and gain control of them utilizing the proper use of force and restraint methods;
- Accountable daily for keys issued, key control; Is civilly liable for actions or inactions;
- Performs census count at prescribed intervals to determine population and that inmates are accounted for;
- Distributes and/or assists in the distribution of medications (in the absence and with approval from medical staff), mail, personal hygiene, and commissary items;
- Performs perimeter security checks; Transports and escorts inmates, as assigned;
- Supervises inmate hygiene, including showers, clean clothing, and laundry;
- Responds to inmate requests for medical assistance following policies and procedures;
- Maintains logs, records, reports, and required documentation;
- Investigates incidents occurring within the detention facility, prepares reports, and related court documents, and may testify in court;
- Performs all work duties and activities in accordance with federal, state, County, and Office statutes, laws, ordinances, policies, procedures, and safety practices.

Other Duties and Responsibilities

- Works non-traditional hours; the facility is staffed 24 hours/day and must be available weekends and holidays;
- Performs other related duties as required including those of booking officer;
- Is required to sign-up on the on-call list for at least 14 days every three months. Employee is responsible to respond and work a shift when called upon due to an employee calling in sick, etc.

Competency Requirements:

Knowledge of:

- Detention methods, procedures, practices, equipment, and objectives;
- County procedures including booking, detention, handling and release of inmates;

- Federal and state laws, statutes, and codes applicable to detention and the jail environment;
- County and Office policies, procedures, and practices, including inmate restraint procedures;
- Basic law enforcement methods, techniques, equipment and objectives;
- Officer safety skills including defensive tactics, arrest and control procedures, weapons retention and disarming, ground control, hostage procedures, handcuffing and firearm operations; Standard office equipment, personal computers, and job-related software;
- Two-way radio Police 10 Codes and operation procedures;
- Idaho Jail Standards and Guidelines; Court and bonding procedures and processes;
- Specialized equipment used in booking and detention, including but not limited to, fingerprinting and photography equipment, emergency breathing and rescue equipment (SCBA), two-way radios, restraint equipment, stand-off equipment, firearms, and related equipment; First Aid and CPR.

Ability to:

- Follow written and oral instructions;
- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Operate specialized detention equipment; Operate a motor vehicle;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Qualify and maintain certification with firearms, oleoresin capsicum, taser, arrest/control and defensive tactics, handcuffing, weapons retention and disarming, CPR and First Aid, self-controlled breathing apparatus (SCBA, Prison Rape Elimination Act (PREA), ground control techniques, use of force, hostage procedures, etc. (Must maintain a minimum of forty (40) hours of training bi-annually to maintain POST Certification);
- Demonstrate proficiency in the use and care of firearms;
- Maintain, interpret, and produce records, logs, documentation, and reports;
- Escort inmates to and from facilities, to and from court, and other appointments;
- Deal verbally and/or physically with uncooperative, distraught, mentally ill, hostile inmates;
- Use the appropriate amount of force in relation to the inmate resistance or need for force in accordance with proper process and procedure to control resistive, violent, and aggressive inmates;
- Recognize and respond appropriately to unusual medical, physical, or mental conditions of inmates;
- Work independently as well as in teams, including with special response and security teams;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with inmates, fellow staff members, supervisors, other County employees, the public, and with persons with varied racial, ethnic, or economic backgrounds;
- Communicate clearly and concisely, orally and in writing and prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning

work progress, including present and potential work problems and suggestions for new or improved ways to address them;

- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; Make split second decisions during emergency situations.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; degree in criminal justice or related field is preferred, and;
- Law enforcement or detention facility experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work;
- Must successfully complete a polygraph examination upon hire;
- Must successfully complete the Police Officer Safety and Training (POST) Physical Fitness Test upon hire.

Special Qualifications

- Idaho POST basic detention certification within one year of hire is required;
- Idaho Driver's License is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, on a two-way radio, and a telephone, and discern sounds against normal background noise requiring investigation or indicating an emergency situation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review a wide variety of written and electronic text materials, and discern behavior and activities requiring investigation or indicating an emergency situation;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports, utilize required specialized equipment, operate standard office equipment and a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, reflexes, and physical strength, with or without reasonable accommodation, which permits the employee to sit, stand, and walk for long periods of time, lift up to 50 pounds, respond physically to restrain inmates, and work in a detention environment.

Application Instructions: Must fill out **Bannock County Sheriff's Office application** available at the Bannock County Sheriff's Office, 5800 South 5th between 7:00 a.m. and 6:00 p.m. Monday through Thursday or on the Bannock County Website at www.bannockcounty.us.

Please deliver completed applications to: Bannock County Sheriff's Office, 5800 South 5th, between 7:00 a.m. and 6:00 p.m., Monday through Thursday.

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BANNOCK COUNTY

PART TIME DRIVER'S LICENSE TECHNICIAN

DEPARTMENT: Sheriff – Support Services Division **PAY GRADE:** \$13.95/hour

OPENING DATE: January 21, 2021

CLOSING DATE: Until Filled

(This is a part-time position, with no benefits.)

Application Instructions: Must fill out Bannock County Sheriff's Office application available on the Bannock County website www.bannockcounty.us or at the Bannock County Sheriff's Office, 5800 South 5th between 7:00 a.m. and 6:00 p.m.; Monday through Thursday.

Contact Person: Captain Scott Ames (208) 236-7153

Purpose of Class

Assists the public and those from foreign countries in obtaining and issuing of drivers and commercial licenses, as well as Idaho identification cards, through validating and authenticating proper documentation as mandated and prescribed by Homeland Security and the State of Idaho, performs related work as required.

Primary Function

The principal function of an employee in this class is to obtain proper documentation, have the ability to authenticate this documentation, as well as set up and administer testing for those who apply for a Drivers Licenses, Commercial Drivers Licenses (CDL) or the issuance of a State of Idaho Identification Card. At the same time provide effective customer service in the area of application assistance and research before issuing Drivers Licenses, Commercial Drivers Licenses (CDL), or State of Idaho Identification Cards. A Driver's License Technician must possess strong clerical, computer and customer service skills, and have the ability to multi-task; he/she must demonstrate knowledge of Sheriff's Office functions through on-the-job training as well as that provided by the State of Idaho. The work is performed under the supervision of the Support Services Captain and they must use independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a highly technical office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Work with Homeland Security verifying the following documents: Social Security Cards, Permanent Residency Cards, Resident alien cards, Employment Authorization Cards, Passports, Visas, I-20's, I-94's, 2019's, I-797's, Notice of Actions, Asylum/Refugee Documents, Born Abroad Certificates, Certification of Report of Birth Certificates;
- Work with immigration and Naturalization and be familiar with Documentation coming from their office's

- Receive Training and work from within a Highly secure State maintained data base;
- Answers incoming phone calls and greets walk-in customers, processes new and renewal driver's licenses, provides general information to the public, answers questions and inquiries, provides specific information about driver's licenses, accepts payments, conducts eye tests, maintain and set up testing stations as well as administer the state written test, issues specialized Idaho State identification cards, processes change forms, and provides referrals to other departments or staff as needed;
- Receives, opens, and processes mail renewals, including outgoing mailings;
- Collects and records drivers license payments;
- Balances funds received daily and monthly;
- Inventories, orders, and stocks office supplies;
- Updates, verifies, and maintains drivers license and related computer files;
- Receives, records, copies, verifies, proofs, and maintains a variety of documents;
- Prepares necessary reports and documentation for transactions;
- Files documents into appropriate folders; reorganizes files as needed;
- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.

Competency Requirements

Knowledge of:

- Homeland Security and State guidelines and regulations for Proper Identification;
- Current Federal, and State laws;
- County ordinances governing driver's licenses;
- Operation of standard office equipment, including a personal computer and job-related software applications to include scanners, and authentication equipment;
- Customer service procedures and techniques;
- Provide assistance with bilingual customers;
- English grammar and punctuation;
- Current office practices and procedures;
- Bookkeeping, accounting, filing, and record keeping practices and procedures.
- Evaluate and analyze customer needs to provide exceptional customer service;
- Learn and explain Sheriff's Office functions thoroughly to provide information and training and explain detailed office processes and procedures;
- Maintain strict confidentiality in all aspects of Drivers License department practices, policies and procedures;
- Follow written and oral instructions;
- Explain regulatory compliance issues related to the office function;
- Maintain records efficiently and accurately;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Respond courteously to customer inquiries, including under stressful or adversarial circumstances;
- Work well under pressure;

- Operate standard office equipment, a cash register, and a personal computer including program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, local elected and appointed officials, and the public;
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- High school diploma or GED equivalency is required, preferably supplemented with course work in clerical, secretarial, or other business applications; and
- Six (6) months general office or customer service experience is required, or;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho driver's license is required.
- Pass both Polygraph and background
- Have a basic understanding of Computers, scanners, printers.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, agility, and balance, ability to lift 50 pounds occasionally, with or without reasonable accommodation, which permits the employee to work in an office environment.

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Please deliver completed applications to: Bannock County Sheriff's Office, 5800 South 5th, between 7:00 a.m. and 6:00 p.m., Monday through Thursday.

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Veteran's Preference Given Pursuant to Idaho Code.

BANNOCK COUNTY

JUVENILE ATTENDANT Part Time – On Call

Opening Date: February 8, 2021

Closing Date: Until Filled

Pay Grade: \$14.93/hour

Status: Part Time – Up to 19 hours per week

Applicants must be at least 21 years of age.

(This is a Part Time, variable hour position, with no benefits.)

*Since this is a 24 hour day, 7 days a week facility, the successful applicant may be required to work during any shift. They may also be required to work some holidays, weekends, and/or evenings as needed.

Purpose of Class

Performs general non-sworn officer duties for the County's juvenile detention facility; performs related work as required.

Primary Function

The principal function of an employee in this class is to perform non-sworn officer duties to ensure the safety and security of the County juvenile detention center. Work is performed under the general direction of a Department supervisor. Some latitude is granted to the employee but work is subject to stringent state and County legal guidelines. A Juvenile Attendant position may be assigned to on-call and/or part-time status (less than 20 hours per week) where the employee may be required to fill a shift on short notice and on a 24-hour availability. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger and health hazards.

Essential Duties and Responsibilities: (will vary by assignment)

- Monitors the activities of the staff and inmates in the County juvenile detention facility to ensure the safety and security of the facility and to ensure standards, policies, and procedures are implemented and followed;
- Processes new inmates into the juvenile detention center, including ensuring charges and other documents are correct and complete, fingerprinting, photography, physical search, preparing documents and records, data entry, housing assignment, clothing issuance, and related booking duties;
- Coordinates inmate scheduling, including court and hearing appearances, evaluations, interviews, and related scheduling;

- Performs release duties, including checking court orders, records, and related paperwork to ensure proper disposition; may include installation of electronic monitoring equipment;
- Monitors and logs inmate incoming and outgoing mail, distributes mail to inmates;
- Maintains facility security by patrolling the secure areas within and around the juvenile detention center, following policies, procedures, and established timelines;
- Monitors inmate behavior in a variety of situations, including assigned housing, classroom, dining, recreation areas, and related secure areas;
- Monitors inmate activities in a variety of situations, including education and recreation; cleaning; mealtimes; showering; interactions with other inmates, teachers, officers, and counselors; contact visitation; and telephone calls;
- Performs census count to determine facility population and that inmates are accounted for;
- Performs perimeter security checks;
- Transports and escorts inmates to court hearings, legal proceedings, and other designated appearances;
- Picks up, transports, and assists in serving inmate meals;
- Supervises inmate hygiene, including showers, clean clothing, and laundry;
- Determines if inmates are ill or injured and obtains medical assistance when needed;
- Maintains logs, records, reports, and required documentation;
- Performs all work duties and activities in accordance with federal, state, County, and Department statutes, laws, ordinances, policies, procedures, and safety practices.

Other Duties and Responsibilities

- Works non-traditional hours; the facility is staffed 24 hours/day and must be available weekends and holidays;
- On call after regular work hours to respond to emergency situations;
- On call 24/7 to respond to fill a shift as required;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Detention methods, procedures, practices, equipment, and objectives;
- County procedures including booking, detention, handling and release of juvenile inmates;
- Detention procedures and practices, including inmate confidentiality;
- Federal and state laws, statutes, and codes applicable to detention and the jail environment;
- County and Department policies, procedures, and practices, including inmate restraint procedures;
- Standard office equipment, personal computers, and job-related software;
- Specialized equipment used in booking and detention, including but not limited to, fingerprinting and photography equipment, emergency breathing and rescue equipment, two-way radios, restraint equipment, stand-off equipment, and related equipment;
- First Aid and CPR.

Ability to:

- Monitor inmates to ensure safety and security of the inmates, staff, and facility;
- Operate specialized detention equipment;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Maintain, interpret, and produce records, logs, documentation, and reports;
- Escort inmates to and from facilities, to and from court, and other appointments;
- Deal physically and/or verbally with uncooperative, distraught, and hostile inmates;
- Recognize unusual medical, physical, or mental conditions of prisoners;
- Work independently as well as in teams;
- Follow written and oral instructions;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations;
- Analyze situations quickly and objectively, to recognize actual and potential dangers, and to determine proper course of action;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with inmates, fellow staff members, supervisors, other County employees, the public, and with persons with varied racial, ethnic, or economic backgrounds;
- Communicate clearly and concisely, orally and in writing;
- Prepare accurate and grammatically correct written reports;
- Keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Respond to citizen requests in a courteous and effective manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Some experience in a detention facility is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho POST certification within one year of hire date is required;
- Idaho drivers license is required;
- First Aid and CPR certifications are required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively in person, on a two-way radio, and a telephone, and discern sounds against normal background noise requiring investigation or indicating an emergency situation;

- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review a wide variety of written and electronic text materials, and discern behavior and activities requiring investigation or indicating an emergency situation;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports, utilize required specialized equipment, operate standard office equipment and a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, reflexes, and physical strength, with or without reasonable accommodation, which permits the employee to sit, stand, and walk for long periods of time, lift up to 50 pounds, respond physically to restrain inmates, and work in a detention environment.

You can pick up an application at the Juvenile Detention Center, 137 S. 5th or the Bannock County Courthouse, Human Resource Office, 624 E. Center, Room 101, Pocatello, Id 83201. You can also download an application from our website at www.bannockcounty.us/juvenile/detention. For more information call 234-1080 ext. 10, or 236-7297.

Completed applications can be delivered to **Juvenile Detention Center at 137 South 5th**, Pocatello, or to the Bannock County Courthouse, Human Resource Office, 624 E. Center, Room 101, Pocatello, ID, 83201.

BANNOCK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

VETERAN'S PREFERENCE GIVEN PURSUANT TO IDAHO CODE.

BANNOCK COUNTY

4-H SERVICE ASSISTANT – County Extension

DEPARTMENT: County Extension

PAY GRADE: 3, \$12.16/hr.

OPENING DATE: June 2, 2020

CLOSING DATE: Until Filled

(This is a temporary position, less than 120 hours per calendar month with no benefits.)

Purpose of Class

Assists in event planning, marketing and general operation of county 4-H program; performs related work as required.

Primary Function

This is a program support position with the principal function to provide support to the University of Idaho Extension staff in areas such as event planning, assisting in the development of 4-H camp and other programs, assisting the public, marketing, assisting in presentations, and training. Serves as a member of the Extension team by working collaboratively on programs as needed. Planning youth's activities, and working within department specific processes and procedures. The work is performed under the supervision of a County Extension Educator, although some latitude is granted for independent judgment using standard practices to resolve customer issues or correct procedures. The principal duties of this class are performed in a general office environment and at special events. Flexibility to work evenings and weekends is required.

Essential Duties and Responsibilities (will vary by assignment)

- Assists in planning 4-H activities such as skills camps, County fair, style review, and related assigned activities;
- Assists in marketing 4-H programs to the community using flyers, building displays, brochures, school presentations, and related methods;
- Assembles and processes informational packets, mailings, etc.;
- Assists in coordinating with local business for support of 4-H activities;
- Assists with 4-H camp in Wyoming to include interviewing counselors, registering campers, working with other counties, and related assigned duties;
- Attends 4-H activities, planning and training meetings;
- Assists with placement of youth in 4-H clubs;
- Assists with Operation Military Kids Program;
- Answers incoming phone calls, greets incoming clients, assisting and providing referrals to other departments or staff as needed;
- Files documents into appropriate folders; reorganizes file folders as needed;

- Operates standard and specialized office equipment such as computer, typewriter, copier, electric stapler, hole-puncher, fax machine, postage meter, and related equipment;
- Creates and types forms/letters, brochures, pamphlets or other documents;
- Maintains files, logs and other records;
- Assists with and participates in special events;
- Uses computer to obtain information or enter data;
- Ensure compliance with the University of Idaho policy on non-discrimination stated in the University of Idaho faculty Staff Handbook, Section 3060;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Backs up Silver Linings Teachers and Extension secretaries;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- 4-H Program activities and goals;
- Marketing techniques, public relations and presentation skills;
- Assists 4-H Educator with some conflict issues;
- Youth event planning, organization, and supervision;
- Effective training skills;
- Extension office information and activities;
- Operation of standard and specialized office equipment;
- Operation of a personal computer and job-related software;
- English grammar, spelling, punctuation, and composition;
- Bookkeeping practices and procedures;
- Current office practices and procedures.

Ability to:

- Present information effectively to groups varying in age;
- Plan and carry out events for youth;
- Solicit support from local businesses to support activities;
- Maintain important records efficiently and accurately and to prepare clear and concise reports;
- Operate a variety of standard office equipment and cash register;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Operate a personal computer including software applications appropriate to assigned duties;
- Operate a motor vehicle;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalency is required;
- Two (2) years 4-H experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Ability to pass background check is required;
- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare documents and file them in a prescribed order, supervise youth’s activities and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift up to 50 pounds, stand for an extended period of time and participate in strenuous activity with youth, and work in an office environment and outdoor environment.

Applications and job descriptions can be downloaded from our website at www.bannockcounty.us or picked up at the Bannock County Human Resource Office, 624 E. Center, Room 101, Pocatello, ID, 83201. Completed applications and resumes can be emailed to rutho@bannockcounty.us or delivered to:

**Bannock County Human Resource/Risk Management Office
624 E. Center, Room 101, Pocatello, ID 83201**

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BANNOCK COUNTY

PART TIME DEPUTY TREASURER

DEPARTMENT: Treasurer

PAY GRADE: 5, \$13.95/hr.

OPENING DATE: February 22, 2021

CLOSING DATE: Until Filled

(This is a part time position, up to 19 hours per week with no benefits.)

Purpose of Class

Processes tax payments and provides account services for County tax payers; performs related work as required.

Primary Function

The principal functions of an employee in this class is to process tax payments and maintain accounts for County tax payers, perform general clerical and accounting support duties and records maintenance, and provide customer service. A Deputy Treasurer must possess accounting, clerical, and customer service skills; he/she acquires knowledge of department functions through on-the-job experience and have working knowledge of department policies and procedures. The work is performed under the supervision of the Chief Deputy Treasurer. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Processes tax payments by County tax payers;
- Provides assistance in account billing and collection of property taxes;
- Performs money management duties including, balancing cash drawers, review and reconcile payments for accuracy, preparation of deposits;
- Conducts records search as requested including complete documentation;
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about accounts, and provides referrals to other departments or staff as needed;
- Assists customers with department procedures and explains department procedures/policies/programs to customers and resolves customer concerns as needed;
- Prepares tax notices for mailing;
- Communicates payment errors to tax payers either by phone or in writing;
- Prepares, files, distributes and maintains a variety of documents, correspondence, log sheets, applications, and related documents;
- Completes special research assignments;
- Provides data entry services, faxing, typing, and filing in support of department functions;

- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

Performs other related duties as required.

Competency Requirements

Knowledge of:

- Operation of standard office equipment, including a personal computer and job-related software applications;
- Customer service procedures and techniques;
- English grammar, spelling, punctuation, and composition;
- Current office practices and procedures;
- Cash handling record keeping practices and procedures.

Ability to:

- Evaluate and analyze customer needs to provide exceptional customer service;
- Learn department functions thoroughly to provide general information and explain detailed department processes and procedures;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Follow written and oral instructions; Work well under pressure;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties. Must be proficient at operating a ten key calculator. **TESTING IS REQUIRED;**
- Maintain effective working relationships with other County employees, supervisory personnel, local elected and appointed officials, and the public;
- Communicate effectively both orally and in writing.

Acceptable Experience and Training

- High school diploma or GED equivalency, preferably supplemented with course work in accounting, math or other business applications, is required; and
- One (1) year accounting, billing, customer service or clerical, cashiering or teller experience is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;

Deputy Treasurer

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, cash register, and standard office equipment;
- Sufficient personal mobility, flexibility, agility, balance, and ability to stand for long periods of time, with or without reasonable accommodation, which permits the employee to work in an office environment.

If interested, please submit a completed Bannock County Application, Resume and a Letter of Introduction highlighting your interest and qualifications for the position.

Applications and job descriptions can be picked up at the Human Resources Office, 624 East Center, Room 101, Pocatello, Idaho or downloaded from our website at www.bannockcounty.us.

Completed applications, resume, and letter of introduction can be delivered to Bannock County Courthouse, Human Resources Office, 624 E. Center, Room 101, Pocatello, ID 83201.

Bannock County is an Equal Opportunity Employer.

Veteran's Preference Given Pursuant to Idaho Code.

BANNOCK COUNTY

CONCESSION STAND ATTENDANT - Event Center

DEPARTMENT: Event Center

PAY GRADE: \$12.16 /hr.

OPENING DATE: March 4, 2021

CLOSING DATE: Until Filled

(This is a part time/temporary position, less than 120 hours per calendar month with no benefits.)

Purpose of Class:

A Concession Attendant is responsible for maintaining operations and assisting customers at the Concession stand. This position assists in setting the example and ensuring the highest level of guest experience in concessions and reports to the Events Center Manager.

Basic Function and Responsibilities:

- Ability to provide excellent service and serve food and beverages while working in a very fast- paced environment.
- Proper cash handling including, greet and service guests at the registers, taking orders, and accepting payments, handling cash, debit and credit cards, accept payment and make change.
- Replenish foods at serving stations.
- Prepare food such as popcorn, hot dogs, ice cream dishes, and fountain sodas, using standard formulas or following directions.
- Scrub and polish counters, steam tables, and other equipment, and clean dishes and fountain equipment.
- Inventory control: Assess inventory and assist in preparing product orders as necessary.
- Stock and restock items as necessary.
- Insure all sanitation procedures and food safety guidelines are followed relating to all local licensing regulations.
- Other duties as assigned. These may include, but are not limited to: cleaning restrooms, cleaning and sanitizing concessions area, supervision and training of volunteers.

Basic Requirements/Qualifications:

- Must be 18 years of age or older.
- Must utilize excellent guest service skills and maintain a positive attitude.
- Must be able to multi-task and be self-motivated.

- Must be able to communicate clearly and congenially with patrons about services, products, and programs.
- Must possess excellent cash handling skills and knowledge of sales reporting.
- Adhere to a dress policy and grooming standards. Must present a neat, professional appearance.
- Qualified candidate will be a responsible, dependable individual who enjoys working in a fast- paced environment.
- Must satisfactorily fulfill all departmental training requirements.
- Must be able to lift up to 50 lbs.
- Standing, stooping, and bending for long periods of time.
- Must be willing to work a flexible schedule that includes nights, weekends, holidays and special events.

Applications and job descriptions can be downloaded from our website at www.bannockcounty.us or picked up at the Bannock County Human Resource Office, 624 E. Center, Room 101, Pocatello, ID, 83201. Completed applications and resumes can be emailed to rutho@bannockcounty.us or delivered to:

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