



KOOTENAI COUNTY
invites applications for the position of:

Records Specialist

DEPARTMENT: Sheriff's Office
SALARY: \$15.04 - \$17.87 Hourly
\$31,283.20 - \$37,169.60 Annually
OPENING DATE: 01/04/22
CLOSING DATE: 01/17/22 11:59 PM
SUMMARY:

Records Specialist – Sheriff's Office



WE WILL TRAIN YOU!

THE POSITION: This professional staff position enters and retrieves data from multiple systems while generating reports, and maintaining departmental law enforcement records in regards to jail inmate files, daily arrest and citation packets for the Court, Prosecutor, Alcohol License Suspension, and Detectives. Responds to public record requests, maintaining logs of impounded vehicles, issuing and renewing enhanced concealed weapons permits for the public, issuing dog license permits, and performing fingerprinting for permits, the general public, volunteers, and Sheriff's Office new hires. This position may involve reviewing major case assignments with detectives or patrol incident reports may create exposure to images of graphic traumatic events.

- \$15.04 – 17.87/hr DOE + .50/hr shift differential
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, **11.94% employer contribution**, and a lifetime payout upon retirement.
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only \$55.33 per month (nicotine free rate). View our entire [benefits package](#).
- [Public Student Loan Forgiveness Program](#)

View the full [job description](#) for duties and responsibilities associated with the Records Specialist.

WE ARE INTERESTED IN CANDIDATES THAT:

- enjoy working in a fast-paced environment while assisting the public

- are comfortable in balancing a daily cash drawer, preparing funds for deposit and maintaining Excel spreadsheets
- have the ability to multitask while demonstrating accuracy, and an attention to detail
- are able to work varied hours

DO YOU QUALIFY?

- Do you have at least thirty-six (36) months of work experience and/or a certification from a professional/technical school?
- Do you possess or have the ability to obtain a NCIC (National Crime Information Center) certification within three (3) months of hire?
- Do you have knowledge or an interest in Idaho Code, and Public Records Law?

CONTACT US:

Sheriff's Office (208)446-1306

Marcia Heglie, Personnel Administrator/Administrative Manager

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Human Resources (208)446-1640

kchr@kcgov.us

OUR LOCATION:

Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home.

[Click here](#) to learn more about living in Kootenai County.

TO APPLY: Apply online at www.kcgov.us . Must successfully pass the County's pre-employment and subsequent random drug testing and stringent Sheriff's Office background and selection process to include: Controlled substance use history, criminal and traffic violation history, Oral Board and Polygraph Examination.

Please view the [automatic disqualifiers](#) for working with the Sheriff's Office before applying:

EOE/Vets Preference/Drug Free Workplace

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