



Court Assistant/ Court Clerk

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Job Description

Duration: Long Term

Location: Boise, ID, 83706

Shift: Monday thru Friday, 8:00 a.m. to 5:00 p.m.

Job Description:

- Provides a variety of high-level program support functions; reviews and processes documents; determines and explains compliance with laws, rules, regulations, and policies and takes appropriate action; maintains a manual or computerized records system; performs related work.

Role & Responsibilities:

- Under the direction and supervision of the Transparency Manager, the TRS will accomplish the following job duties.
- Provides a variety of high-level program support functions; reviews and processes documents; determines and explains compliance with laws, rules, regulations, and policies and takes appropriate action; maintains a manual or computerized records system; performs related work.
- Collect Access to Court Forms from lock boxes within the facility. Provide Notary Services under the supervision of the Legal Assistant. Organize Access to Court Forms into specific requests or needed Assist in specific response(s) to Access to Court forms as directed by the Legal Assistant.
- Organize, update, and manage legal books in the resource center.
- Copy and manage legal form packets. Data enter Access to Courts responses and information Maintain logs specific to services provided at the Resource Center Distribute form packets pursuant to requests through Access to Courts request Distribute books or other legal resource materials under the direction of the legal assistant.
- Other similar duties may be assigned as needed. Attire: Business Casual or as instructed by the facility head.

About our Company: -

22nd Century Technologies, Inc., is one of the fastest growing IT Service Integrator and Workforce Solution companies in the United States. Founded in 1997, 22nd Century Technologies is a Certified National Minority Business Enterprise with 6,000+ people including 600+ Cyber SMEs nationwide supporting our customers in all 50 states, Canada, and Mexico. With HQs in Somerset, NJ and Mclean, VA, 22nd Century has 14 offices throughout the United States. As part of our unrelenting focus on quality and compliance, 22nd Century Technologies' delivery is based on Certified Matured Processes including CMMI L3 Dev & SVC, ISO 20000, ISO 27001, and ISO 9001 quality processes. With a strong focus on the public sector, 22nd Century currently holds government contracts with 14 out of 15 Federal Executive agencies including DoD, 37 other Federal agencies, 50 States, 115+ Local agencies, and 37 School Districts. In the last three years, we have expanded our services to Fortune

500 and other commercial clients and currently support 80+ commercial clients.

Recognized among "Best Company to Work For" by Forbes, 22nd Century Technologies, Inc., consistently exceeds our clients' expectations by focusing on their absolute satisfaction with jobs while keeping our employees motivated.

"22nd Century Technologies is an Equal Opportunity Employer" and "US Citizens & all other parties authorized to work in the US are encouraged to apply."

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

Contact Information

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