

Judicial Specialist 2 (D4 112444)

Salary

\$36,441.60 - \$53,331.20 Annually

Location

Atlantic - 50022 - Cass County, IA

Job Type

Full-time

Agency

444 Judicial

Job Number

23-00858

Closing

9/30/2022 11:59 PM Central

LinkedIn Tag

#LI-DNP

Point of Contact

Wendi.Barnett@iowacourts.gov

To Apply

Cover letter, resume and application may be emailed to Wendi.Barnett@iowacourts.gov Judicial Branch Application and additional information for employment can be found at [courts/career-opportunities/](http://iowacourts.gov/courts/career-opportunities/)

Job Description

Summary:

Cass County Clerk of Courts office is looking for 2(two) Judicial Specialist 2 positions. Starting salary is \$1,401.60 biweekly or \$36441.60 annually.

Responsibilities:

Under the direct supervision of the Clerk of Court. Applicants must possess excellent customer service, communication and computer skills. Ability and desire to learn and use our statewide Electronic Document Management System (EDMS). Ability to maintain a pleasant demeanor while working in a fast paced environment providing excellent customer service to court users. Applicant must possess problem solving and critical thinking skills and the ability to maintain confidentiality. This position will do quite a bit of archival scanning and travel to other counties.

Judicial Branch Number:
112444

This is a non-merit position with the Iowa Judicial Branch. Candidates must follow the instructions in the "To Apply" section.

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services - Human Resources Enterprise.

Minimum Qualification Requirements

Graduation from an accredited high school (or High School Equivalency) and two (2) years of successful completion of accredited post high school education in business or a related program. Two (2) years of professional office experience in business, court or legal work or a related area with one (1) year of the experience involving customer service. Authority additional years of experience may be substituted for the required post high school education.

Or, the successful completion of additional years of education (i.e., Bachelor's Degree) may be substituted for years of experience on the basis that successful completion of a college degree equivalent equals one year of experience. Education cannot be substituted for customer service experience.

Must be bondable.

Agency

State of Iowa

Agency

444 Judicial

Address

Iowa Judicial Branch Building
1111 E Court Ave
Des Moines, Iowa, 50319



Iowa Judicial Branch Application for Employment

Please route to:

GENERAL INFORMATION

- Complete this application in detail. Print or type your responses.
- Resumes may be added but cannot be substituted for a fully completed application.
- Filing an application does not imply that you will be interviewed or hired. It only provides that your qualifications will be considered for vacancies indicated.
- Although you are not required to provide your social security number on this application, you may be asked to provide it at a later point in order to be considered further in the hiring process.
- All persons hired by the Iowa Judicial Branch must complete an Immigration and Naturalization Service Form I-9 and provide proof of their identity and eligibility to work in the United States.
- The Iowa Judicial Branch does not allow employees to directly supervise a spouse, a relative or a relative of a spouse within the 1st - 3rd degree of consanguinity; employment of relatives within the 1st - 3rd degree of consanguinity under the same supervisor is discouraged.
- The Iowa Judicial Branch is an Equal Employment Opportunity Employer. Qualified applicants are eligible to compete for all positions without regard to race, color, national origin, sex, gender preference, gender identity, creed, religion, age, disability or marital status.
- All Iowa Judicial Branch work locations are smoke-free as required by Iowa law.

APPLICANT INFORMATION

Date of Application

Position for which you are applying

Last Name, First Name, Middle Initial

Street Address, City, State Zip Code

(Area Code) Phone Number – Days (Area Code) Phone Number - Evenings

List all previous names or aliases you have used:

E-mail address:

How did you know this position was available: (ex. lowacourts.gov website, State of Iowa website, newspaper, job board, association, etc.):

Are you legally eligible to work in the United States? yes no
(Proof of identity and eligibility will be required upon employment)

If the address above is not in Iowa, do you maintain a residence in Iowa? yes no

If yes, what is the address of your Iowa residence:

List all relatives who currently work for the Iowa Judicial Branch and their relationship to you:

EXPERIENCE RECORD

- List your work experience, starting with the most recent. If you have held more than one job with the same organization, list them separately.
- Describe your experience in sufficient detail, so that we can fairly assess your level of responsibility. Include the number and titles of people supervised and systems, programs, equipment or facilities managed/used.

Current Position

Organization, Your Title	From:
Address, City, State, Zip Code	To:
Supervisor's Name and Phone Number	Salary (Beginning/Ending)
Is this a supervisory position? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what is the number of direct reports Indirect reports?	Reason for leaving or considering leaving:
Duties:	

Previous Position

Organization, Your Title	From:
Address, City, State, Zip Code	To:
Supervisor's Name and Phone Number	Salary (Beginning/Ending)
Is this a supervisory position? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what is the number of direct reports Indirect reports?	Reason for leaving or considering leaving:
Duties:	

Last Name, First Name, Middle Initial

Previous Position

Organization, Your Title	From:
Address, City, State, Zip Code	To:
Supervisor's Name and Phone Number	Salary (Beginning/Ending)
Is this a supervisory position? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what is the number of direct reports Indirect reports?	Reason for leaving or considering leaving:
Duties:	

Previous Position

Organization, Your Title	From:
Address, City, State, Zip Code	To:
Supervisor's Name and Phone Number	Salary (Beginning/Ending)
Is this a supervisory position? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what is the number of direct reports Indirect reports?	Reason for leaving or considering leaving:
Duties:	

If you have additional previous positions you would like considered, copy and attach additional pages.

AVAILABILITY

When are you available for interviews:

What is your minimum salary requirement? _____ per _____

When are you available to start new employment?

CHECK ALL BOXES THAT APPLY:

Full-time job (40 hours per week)

Part-time job (Less than 40 hours per week)

Travel (Open to a position that may require overnight and/or daytime travel)

No Travel (Open to a position that does not require any travel)

EDUCATION RECORD

	Name and Location	Course of Study	Number of Years Attended	Number of Credit Hours	Diploma or Degree Earned
High School/G.E.D.					
Trade/Business School					
College/University					
College/University (Graduate Work)					
Other Training or Degrees					

If you are working towards a degree, please give anticipated completion date and type of degree:

SPECIAL SKILLS

List any professional licenses you hold:

List any professional memberships you hold:

(You need not disclose any membership that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status, or any other protected status.)

List computer software with which you are proficient:

List languages, other than English, that you speak, read and write fluently:

Typing Speed: _____ wpm

List special equipment or office machines you can operate:

If applying for a position that requires driving, do you have a valid driver's license? yes no

If yes, please give the license number:

VETERANS STATUS

To be considered for veteran's preference in employment over other applicants of no greater qualifications, you must submit proof of service and honorable discharge from the military or naval forces of the United States during any war or conflict for which a campaign badge or service medal has been authorized. Acceptable proof is a certified photocopy of a DD-214 which becomes the property of the Iowa Judicial Branch and will not be returned.

ADDITIONAL INFORMATION

Have you ever received a disciplinary suspension, been asked to resign, or discharged from a job?

yes no

If yes, please explain:

Explain any gaps in work history:

Have you ever worked for the Iowa Judicial Branch before? yes no

If yes, when? from _____ to _____ Location: _____

Name of Supervisor:

Reason for leaving:

Are you able to perform the essential functions of this job with or without a reasonable accommodation?

yes no

REVIEW BEFORE SIGNING

I CERTIFY that the information I have given is complete, true, and correct to the best of my knowledge. I further affirm that I have not knowingly withheld any facts or circumstances in completing this application.

I UNDERSTAND that any incorrect, incomplete or false statements or information furnished by me may void this application, remove me from consideration for employment, disqualify me from applying for any other position with the Iowa Judicial Branch and subject me to discipline up to and including discharge.

I understand that information on this application and any documents submitted to the Iowa Judicial Branch as part of the application process may, in compliance with Iowa Code Chapter 22, become public record and may be made available to the public upon request. Only information deemed confidential in accordance with applicable statutes may be withheld from public disclosure.

I understand that this application is not a guarantee of employment. I also understand that if offered a position with the Judicial Branch, I may be required to submit to a background check as a condition of employment. I understand that unsatisfactory results or refusal to cooperate with this pre-employment check will result in withdrawal of any employment offer or termination of employment if already employed.

I understand that the Immigration and Control Act of 1986 (Public Law #99-603) requires that all new employees must provide documents proving their U. S. citizenship or their authorized alien work status to begin employment. I further understand that all job offers are conditional on the production of satisfactory documentation, as required by this law.

Authorization and Release

I AUTHORIZE the Iowa Judicial Branch to contact my current and former employers and to conduct any reasonable inquiry that may be necessary to verify the information I have provided on this form or may provide in conjunction with seeking employment. I hereby authorize any current and former employers to verify information I have provided and to discuss any work-related information concerning me, including, but not limited to, my position, job duties, salary, job performance, attendance history, disciplinary record and the circumstances surrounding my departure. I further unqualifiedly release those supplying such information from any and all claims or liability associated with such discussion or disclosure as provided in Iowa Code Section 91B.2.

If you submit your application electronically, your printed name or a digitized signature placed in the signature line acts as a valid signature.

Signature of Applicant

Date