

Employment Opportunities

All position vacancies occurring within Boundary County are typically posted in-house for three working days before being opened to the general public through the Bonners Ferry Job Service. Current county employees may pick up applications during the in-house posting period at the Personnel Office. Once the position vacancy notice has been posted with the Job Service. The Job Service can be reached at (208) 263-7544 ext. 3314. They can also be reached by e-mail: bonnersferrymail@labor.idaho.gov

Boundary County job applications are also available on this website.

Please mail all applications to:

Boundary County Clerk's Office

Attn: Personnel

PO BOX 419

Bonners Ferry, ID 83805

Or fax applications to: **208-267-7814**

Or deliver application in person to:

Boundary County Courthouse

6452 Kootenai Street

Bonners Ferry, Idaho

Room#22

The applications must be postmarked by the closing date of the job posting.

For a complete listing of job openings in Idaho being processed by the Idaho Career Works Center, visit their web site at labor.idaho.gov.

IT IS THE POLICY of Boundary County to provide equal opportunity in all terms, conditions, and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, sex, age (unless a bonafide job requirement), disability, or retaliation. Reasonable accommodations will be made for disabled persons.

[Boundary County Law Enforcement Application](#)

[Boundary County General Application](#)

Full time positions include:

*** PERSI retirement program**

Health, dental and optical insurance for employee and qualified dependents

with no premium co-pay

*** 2 life insurance plans**

*** 401k offered optionally.**

*** Holiday pay for 11 recognized Holidays**

*** (8) hours of vacation and sick time accrued monthly with minimum 40 hours per week worked**

Current County Position Vacancies

Boundary County Restorium

Part-time Caregiver PSA 1 pos#rs17 \$13.68/hour

Job Summary

Provides support to residents with day to day needs of daily life. Performs personal and housekeeping tasks to the degree a resident cannot do for themselves. Hours may vary.

closing date: open until filled

Boundary County Restorium

Part time Cook/Server \$13.68/hour

Meal preparation and clean up for assisted living residents. Hours and days may vary

Closing Date: open until filled

Position: RS20 Housekeeper

Starting Wage: 13.68 per hour

Assisted Living-Restorium part time

Job Summary:

Monitor's residents' rooms, to ensure each residents' rooms are cleaned according to facility standard.

Responds appropriately to safety hazards, fire drills and other emergency situations.

Education:

High School or GED.

Open until filled

Position: RB02 Heavy Equipment Operator

Starting Wage: \$20.23 per hour

Road & Bridge

Typical Work Hours:

40 hours per week, shifts vary by season. May be required to work over-time

Job Summary:

Operates and maintains a variety of types of heavy equipment used in the maintenance, repair and construction of the County Road and Bridge System, including class A trucks, graders, bulldozers, front end loaders, backhoes, dump trucks, crusher equipment, asphalt production and application equipment, snow removal equipment and sanding equipment.

Experience Required:

High School diploma or equivalent and minimum of two years in a related field. Background in heavy equipment operation. Must maintain a valid Idaho Commercial Driver's license class A. Must be able to pass exams and acquire CDL endorsements "tanker" within six months of hire date.

Must maintain a valid ATSSA (American Traffic Safety Services Association) registered flaggers card at all times (requires training and re-certification every 3 years) and must complete Idaho T2 Traffic control Technician course within first 3 years of employment. Must complete MSHA (Mine Safety and Health Administration) "New employee and Hazard awareness Training for Miners" within 6 months of hire date. All employees are required to complete "Annual refresher Training for Miners" on a yearly basis.

Minimum Education:

High School Diploma or Equivalent

Closing Date: 07/24/2023

Position SW03 Equipment Operator

Department: Solid Waste

Starting Wage: \$19.23 per hour

Typical work hours: 40 hours per week, some overtime may be required.

Full time position with County Benefits

Job Summary:

Under general supervision of the Landfill Foreman or Supervisor, operates and maintains a variety of complex heavy equipment, machinery and tools used for maintenance, construction and repair of boxes and box sites. Performs all work duties required to maintain a safe, productive department. The shifts are typically Wednesday, Thursday, Friday and Saturday, 7:30 a.m. to 6:00p.m.

Experience Required:

High school diploma or equivalent. Must maintain a valid Idaho Commercial Driver's License Class B, may require class H and Class N endorsements. Minimum of two years related experience required.

Closing Date: 07/17/2023

Position: SW03 Equipment Operator #2

Department: Solid Waste

Starting Wage: \$19.23 hour

Typical work hours: 40 hours per week, some overtime may be required.

Job Summary:

Under general supervision of the Landfill Supervisor, operates and maintains a variety of complex heavy equipment, machinery and tools used for maintenance, construction and repair of boxes and box sites. Performs all work and duties required to maintain a safe productive department. This position is full time with full county benefits. This shift will typically be Monday, Tuesday, Wednesday and Thursday 7:30 a.m. to 6:00 p.m.

Experience Required:

High School Diploma or equivalent. Must possess and maintain a valid Idaho Commercial Driver's License Class B; may require class H and class N endorsements. Minimum of 2 years related experience required.

Min Education: High school diploma or equivalent

Closing Date: 07/17/2023

Position: SH14040 Detention Deputy

Department: Sheriff

Starting Wage: 20.58

Typical work hours: 40 hours per week-shift varies. Must be able to work weekends and holidays as needed.

Job Summary:

Responsible for the care, custody and control of inmates housed in the Boundary County Jail. Supervise inmates both within the facility and on work details outside the facility as required. Conduct security checks of inmates and facility as required by the Boundary County Jail Policy Manual. Dispense medications as directed by the jail physician. Maintain control of inmate property. In process (booking) and release of subjects housed in the jail. Must be able to maintain paperwork generated by this process and through the court system. This is a full-time position.

Experience Required:

High school diploma or equivalent. Able to complete P.O.S.T. Academy within one year from date of employment. Must be a U. S. Citizen in order to attend P.O.S.T. Academy. A working knowledge of computers. Able to qualify with firearms. Must be able to pass a physical fitness standard test. Must be 18 or over to apply.

Closing Date:07/17/2023

06/30/2023

DC05-Chief Probation Officer/Community Justice Director

District Court

Starting Wage: \$58,200.00 salaried

Typical work Hours: Full time, flexible hours including some evening and weekend shifts. Travel is required.

Job Summary:

The Chief Probation officer is responsible for the administration, daily operation and management of the Boundary County Probation Department, subject to approval by the Boundary County Board of Commissioners and the Court. Responsible for the Boundary County Probation Department including Juvenile Probation, Adult misdemeanor probation, Drug Court, Diversion, Unsupervised Probation, and all associated programs. Supervises all departmental personnel.

Experience Required:

Must meet the Rules of the Idaho Peace Officer Standards and Training Council as set forth in IDAPA 11.11.03. must have bachelor's degree in social sciences, criminology or related field from an accredited college or 3 to 5 years of similar duties and responsibilities, or an equivalent combination of education and/or work experience. Must obtain either a Juvenile Probation Certification or Adult Misdemeanor Probation Certification within (1) year of hire and the second (2) P.O.S.T. certification within 2 years of hire, or successfully obtain a waiver from Idaho Police Officers Standards Training. Must pass a criminal background check, substance abuse testing and possess a valid Idaho State Driver's License

Minimum Education:

Bachelor's Degree in social sciences, criminology or related field from an accredited college or 3 to 5 years of similar duties and responsibilities, or an equivalent combination of education and/or work experience.

Within one year of hire, shall attend and successfully complete Idaho P.O.S.T. academy for Juvenile Probation or Adult Misdemeanor Probation. Within 2 years of hire, applicant must successfully complete the P.O.S.T course for Juvenile or Adult Misdemeanor not completed in year 1. Position requires a valid and current Idaho Driver's License. Shall complete successful background investigation through the (NCIC) National Crime Information Center and pass an Idaho State Department of Motor Vehicles driving record check. Must meet the Rules of the Idaho Peace Officer Standards and Training Council as set forth in IDAPA 11.11.03.

Closing Date: 07/07/2023

Position: RS17 Personal Services Assistant I

Restorium

Starting Wage: \$13.68 hour

Full time with full County Benefits-Graveyard shift

Job Summary:

Provides support to residents with day-to-day needs of daily life. Performs personal and housekeeping tasks to the degree a resident cannot do for themselves. As a member of a team, encourage independence, support resident choice and preserve resident dignity in an ethical and professional manner. Needs to be willing to become MED CERTIFIED within 90 days of employment.

NOTE: There is a \$.30 per hour shift differential pay increase for hours worked from 6:00 p.m. to 6:00 a.m. Upon Medication Certification hourly rate increases TO \$14.32

Experience Required:

High School or GED. Must have excellent verbal and written communication skills, and the ability to read and comprehend written instructions. Must be able to communicate and deal effectively with the elderly. Must pass Criminal History background check, including fingerprinting, and meet all requirements outlined in the Rules for Licensed Residential and Assisted Living Facilities in Idaho. When hired, Boundary County will require First Aide and CPR certification which Boundary County pays for. The Idaho Food Handlers Course may be required if deemed necessary by the Restorium Administrator. Prior direct care experience in similar setting preferred.

WORK ENVIRONMENT:

Stand or walk up to eight hours a day.

Sit up to two hours a day.

Frequently support up to 70 pounds

Occasionally lift/carry up to 20 pounds.

Frequently kneel, bend and reach

Exposure to cleaning products, fumes, blood and body fluids

Minimum Education:

High School Diploma or GED

Closing Date: 07/21/2023

