

DISTRICT OF IDAHO
U.S. District and Bankruptcy Courts of the District of Idaho
Opportunity Announcement 26-05



Boise, Idaho
www.id.uscourts.gov

Position details:

Job Grade/Step: CPS CL 22/24 (RUS)
Salary Range: \$40,396 per annum
(prorated to approximately \$19.42 per
hour for duration of appointment)

Closing date:

Applications will be accepted until noon
on **Thursday, May 14, 2026.**

Materials must be submitted to:

careers@id.uscourts.gov
Attn: Crystal Hall, Human Resources
Specialist

**Applicants must provide (all in one PDF
attachment):**

1. Letter of interest
2. Current résumé
3. Completed AO-78 (see below)

Temporary Inventory Clerk

The consolidated United States District and Bankruptcy Courts for the District of Idaho are accepting applications for the position of **Temporary Inventory Clerk** for 40 hours per week for up to eight weeks. There are three offices within the District of Idaho: Boise (headquarters office), Coeur d'Alene, and Pocatello. Assignment of the position is in our Boise office but will require limited travel to the other divisional offices.

The consolidated United States District and Bankruptcy Courts for the District of Idaho invites applications for the position of Temporary Inventory Clerk. This is an entry level administrative court support position. The Temporary Inventory Clerk will assist with the tracking of Court inventory items, including conducting physical inventories of Court owned items and ensuring custodial forms are completed for each item. The anticipated duration of this appointment is up to eight weeks.

Disclosures: The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Participation in the interview process will be at the applicant's own expense. As a condition of employment, the selected candidate must complete a background investigation and FBI fingerprint check. Applicants must be U.S. citizens or eligible to work for the United States. Court employees are considered "at will" employees in the excepted service and may be terminated with or without cause by the Court.

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Representative Duties:

- Assist the Court Custodial Officer with conducting a physical inventory of all Court owned accountable property in all three District of Idaho courthouses. This includes physically locating accountable property, scanning its barcode to update the computerized inventory management system, and making corrections to the location or condition of each accountable item in the inventory management system.
- Ensure that an accurate caretaker form exists for each piece of accountable property in the possession of a Court employee. If one does not exist, ensure that a caretaker form is completed and signed for that item.
- Identify and document damaged or missing accountable property.
- Perform other duties as assigned.

Minimum/Required Qualifications:

- Excellent attention to detail and time management skills.
- Ability to work independently.
- Eligible to work in the United States.
- High school diploma.

Benefits:

The benefits available include:

- Paid sick leave.

Process/Disclosures:

*The Application for Federal Employment (AO-78) is available on our website in fillable format at https://id.uscourts.gov/clerks/careers/Current_Job_Opportunities.cfm. Please print or type all information. If your application does not provide all information requested, or if your applicant packet is not complete or late, you may lose consideration for this position.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

As a condition of employment, all new employees are subject to a background check or investigation which includes an FBI fingerprint check, and retention depends upon a favorable suitability determination. The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees of the United States Courts are not included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees.

Due to the expected high volume of applicants for this position, the U.S. Courts for the District of Idaho will only make contact with those qualified applicants who will be invited for an interview.

THE UNITED STATES COURTS FOR THE DISTRICT OF IDAHO
IS AN EQUAL OPPORTUNITY EMPLOYER