



# Court, Municipal, and License Clerks



## What Is It?

Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees.

## What Do They Typically Do?

- Working with Computers
- Getting Information
- Performing for or Working Directly with the Public

## Annual Income:

- Entry Level: \$33,360
- Typical: \$44,680
- Experienced: \$48,490

## Major Employers:

Government

## What do I do next?

### Learn about the job culture:

- Schedule at least one informational interview
- Conduct a job shadow, if possible
- Research available volunteer or intern opportunities

### Prepare for training:

- Visit and call trade schools or colleges that offer a related program
- Research regional job openings at: [idahoworks.gov](http://idahoworks.gov)

### Explore all pathways to certification:

[labor.idaho.gov/jobscope](http://labor.idaho.gov/jobscope)

### Talk to your school counselor or advisor for more information

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## Get started today!

Ask about the career & technical programs at your school or nearby technical college.

Check out Idaho Digital Learning Academy for online opportunities: [idahodigitalllearning.org](http://idahodigitalllearning.org)

For tips, tools, and resources to learn how your skills and interests can translate to a rewarding career, visit the Next Steps Idaho website.