

South Jordan City

Job Description

Title:	Justice Court Administrator	Effective Date:	1/1/17
Org:	100320	FLSA:	Non-Exempt
Pay Grade:	15	Workers Comp:	Clerical

GENERAL PURPOSE

Administer the daily administrative activities of the City of South Jordan Justice Court.

SUPERVISOR

Associate Director of Administrative Services

POSITION(S) SUPERVISED

Justice Court Clerks I, II, III

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Manage the day-to-day administrative duties of the Court.

Supervise assigned Court staff.

Ensure that all monies collected by the court are properly accounted, including the balancing of the all revenue and disbursements, including fines, fees, and forfeitures.

Develop and administer the Court budget; monitor expense accounts to comply with budget allocations.

Complete all monthly financial reports as required by the State Court Administrator's Office.

Plan, assign, coordinate, and review the work of subordinates to facilitate the timely, accurate, and efficient operation of Court business.

Coordinate Court operations with representatives of other departments and court agencies.

Respond to questions and concerns from the press and media, including the correct handling of records requests.

Evaluate Court equipment, policies, and procedures to ensure efficiency and proper maintenance of Court documentation.

Train subordinate employees on Court operations, software, and equipment; ensure continuity of operations through standard operating procedures and cross-training.

Meet with assigned supervisor to discuss areas of concern, interest, improvement, or other such areas; keep supervisor informed of major developments and issues; attend mandatory meetings as assigned.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
 - A. Bachelors Degree in business management, public administration, or related field;
 - AND
 - B. Three (3) years of legal or court related experience with at least one (1) year in a supervisory capacity;

- 2. Special Qualifications:
 - Valid Utah Class D Drivers License
 - Qualified to act as TAC for agency.

- 3. Knowledge, Skills and Abilities:
 - Ability to understand and interpret state and city codes and statues and to implement them into the courts and the court filing system.
 - Ability to operate a personal computer and Microsoft products.
 - Ability to communicate, both verbal and written, and motivate employees effectively.
 - Ability to handle the physical demands and pressure of stressful office situations due to position.
 - Significant familiarity with CORIS preferred.

- 4. Working Conditions:
 - Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Travel may be required for training and meetings.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Official/Adm
Location:	Court	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1045