

South Jordan City

Job Description

Title:	Justice Court Clerk I	Effective Date:	1/1/17
Org:	100320	FLSA:	Non-Exempt
Pay Grade:	7	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of entry and working level clerical duties as required to expedite the preparation and processing of the court cases, records, and reports for the City of South Jordan Municipal Justice Court.

SUPERVISOR

Justice Court Administrator

POSITION(S) SUPERVISED

None

ESSENTIAL FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Greet the public over the counter and on phones; respond to questions related to judicial services and functions including cases, bail, warrants, payments, and appointments.

Perform clerical duties relating to mail and files.

Perform functions of a cashier; accept, post, process, and verify payments, credits, and other financial transactions and balance reports each day.

Input and retrieve information related to court dockets including data entry from citations and mailing out of bail notices.

Perform follow up transactions for late notices, fine due letters, and warrants. Enter warrants into Statewide Warrant System and recall as necessary. Comply with BCI policies.

Perform follow up work subsequent to court sessions. Issue various orders pursuant to judicial instruction, including commitments, jail releases, jury trial instructions and venires. Process information, pleadings, motions, summons, subpoenas, and criminal and civil judgments.

Maintain Small Claims forms and files.

Perform state record searches to clear plea in abeyance files.

Post and maintain accurate information of any activity pertinent to each case.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years administrative support experience involving public contact, answering phones, filing and cashiering, preferably in a court or legal setting;

2. Knowledge, Skills and Abilities:

Knowledge of telephone operations and procedures; basic public relations; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of modern office equipment; some knowledge of basic mathematics;

Basic Knowledge of Small Claims filings and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; operate standard office equipment; communicate effectively, verbally and in writing; perform basic mathematical calculations; operate standard office equipment; effective working relationships with supervisors, co-workers, and the public.

Ability to perform basic functions of the court to include assisting the public, cashiering, filings, and scheduling hearings. Type and enter data at speed necessary to navigate through computer software system for successful job performance.

2. Special Qualifications:

Must be BCI certified within 6 months of hire

Attend and complete 10 hours of approved coursework sponsored by the State of Utah annually

3. 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.

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:	Adm Support
Location:	Court	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	1035