

South Jordan City

Job Description

Title: Justice Court Administrator
Org: 100320
Pay Grade: 20

Effective Date: 7/1/2021
FLSA: Exempt/Executive
Workers Comp: Clerical

GENERAL PURPOSE

Administer the daily supervision and administrative activities of the City of South Jordan Justice Court. Responsibilities may include answering phones, providing assistance to the public and court staff, resolving citizen complaints and escalated situations, processing and balancing monies and preparing deposit of funds to the City Treasurer, and training court staff.

SUPERVISOR

Director of Administrative Services

POSITION(S) SUPERVISED

Justice Court Clerks I, II, III
Lead Court Clerk

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, develop skills, and motivate subordinate employees on Court operations, software, and equipment; give constructive feedback on performance. Ensure that those they supervise are following policy and procedure while giving professional and ethical customer service to the public. 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.

Prepare, run and process various case management reports to ensure that criminal and civil cases navigate the court system smoothly and that warrants are accurate and valid.

Provide continuous effort to find better, more efficient ways of carrying out policy, procedure and operations of the court and if necessary, recommend changes.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor 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

OR

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

AND

B. Eight (8) years justice court experience, with at least one (1) years of supervisory experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver 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 Exempt	EEO-4 Class:	Official/Adm
Location:	Court	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	1045