

# South Jordan City

## Job Description

**Title:** Lead Court Clerk  
**Org:** 100320  
**Pay Grade:** 10

**Effective Date:** 7/1/2021  
**FLSA:** Non-Exempt  
**Workers Comp:** Clerical

### GENERAL PURPOSE

Perform a variety of complex working level professional and technical 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. 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

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.

Manage the day-to-day administrative duties of the Court in supervisor's or co-workers absence.

Ensure that all monies collected by the court are properly accounted, including balancing of all the revenue and disbursements, including fines, fees, and forfeitures. May be responsible for preparing the daily deposit of funds to the City Treasurer.

Meet regularly with the supervisor to discuss concerns and recommendations for improvement to policy, procedure and operations of the court.

Assist supervisor in training, developing skills, and motivating subordinate employees on Court operations, provide training on software and equipment; and give constructive feedback on performance to subordinate employees. 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.

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.

Perform all essential duties and responsibilities of Justice Court Clerks 1, 2 and 3.

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

AND

B. Four (4) years' experience in court related positions

2. Special Qualifications:

Valid Utah Class D Driver License

Qualified to act as TAC for agency.

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

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.

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.

Advanced 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 program and for successful job performance.

Ability to handle escalated situations and citizen complaints with professionalism and tact while treating the public with respect.

Knowledge of all policies and procedures of the court.

Significant familiarity with CORIS preferred.

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*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Location:</b>	<b>Court</b>	<b>EEO-4 Class:</b>	<b>Adm Support</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>1042</b>