

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail.

All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: JUSTICE COURT CLERK I

Posting# 6150-0713kv

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Questionnaire**
- **A typing test score sheet dated within the last 12 months at or above the rate of 40 wpm net.** Typing scores will be accepted from any service or software including the Workforce Services Mavis Beacon program. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 14, \$12.55 per hour (plus benefits package)

OPENING DATE: July 11, 2013

CLOSING DATE: July 26, 2013

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Performs a variety of clerical and general administrative duties designed to expedite the functions, actions, judgements, processes, and procedures associated with the office of the Utah County Justice Court.

DUTIES INCLUDE: Performs counter and customer service duties; acts as receptionist, receives telephone calls and assists public in resolving questions regarding various processes and paperwork; provides information about court procedures and schedules; sets appointments. Receives, docketed and files incoming citations and complaints; maintains cross reference recovery system; opens mail, sorts and processes; keeps track of payments made through the mail; balances daily receipts; receives and processes requests for small claims proceedings. Maintains calendar of events such as trials, arraignments, sentencing, hearings, and motions; notifies or subpoenas involved parties in a timely manner; prepares a variety of notices including notices of trial and pre-trial; performs confidential secretarial duties and prepares legal correspondence. Types various reports, memoranda, forms, abstracts, appeals and other court documents; transmits materials according to established procedures and deadlines.

EVALUATION AND SELECTION FACTORS INCLUDE: Basic knowledge of legal terminology. Working Knowledge of standard office practices; proper grammar, spelling, and punctuation. Skill in reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets. Ability to maintain cooperative working relationships with those contacted during the course of work activities. Ability to communicate effectively verbally and in writing. Ability to understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

REQUIREMENTS FOR EMPLOYMENT: High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSING AND CERTIFICATION: Incumbents are required to take and successfully pass 15 hours of additional training each year.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

