

*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# 6150-1016jhm**

### REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents:** *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. (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)

**STARTING SALARY: Step 18 \$14.05 per hour \$1,124 Bi weekly**

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: October 13, 2016**

**CLOSING DATE: October 27, 2016**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded 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. *Justice Court Clerk I:* Works under close to general supervision in performing duties at the front counter and performs tasks that are less complex or detailed than those performed at the full performance level.

### **DUTIES INCLUDE: *Justice Court Clerk I:***

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; under strict guidelines as may be approved by the justice court judge, administers fines based on fine schedule or bail if plea is not guilty; keeps track of payments made through the mail; balances daily receipts; receives and processes requests for small claims proceedings; maintains accurate record of small claims judgment files; prepares affidavits and orders; explains procedures, sets hearings, collects fees and initiates docketing.

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.

Reviews citation abstracts; monitors payment records of defendants to assure conformity to judgments and payment schedules; prepares pleadings for failure to appear; utilizes legal processes such as late notices, summons, bench warrants, warrants of arrest, orders to show cause; accepts money for bail forfeitures, fines; issues receipts.

**DUTIES** (continued)

Prepares, with approval and instruction from a judge, various court documents such as decisions, judgments, arrest and bench warrants; with approval issues warrants and orders to show cause; sends copy to Police/Sheriff Department(s); notifies agencies if someone is arrested and schedules appropriate hearings; computer enters case information; maintains tickler files and monitors when payments are due (end of court probation etc.).

Prepares case filing, case disposition and other related reports and forwards or routes documents and reports to allied government agencies (BCI, DL); maintains liaison and communications with agencies associated with the criminal justice system such as police department warrants divisions, bail bondsmen, prosecuting attorney offices, defenses attorneys, public defenders, adult probation and county offices; researches source documents for relevant data to produce legal papers and court documents; types various reports, memoranda, forms, abstracts, appeals and other court documents; transmits materials according to established procedures and deadlines.

**EVALUATION AND SELECTION FACTORS INCLUDE:*****Justice Court Clerk I:***

**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; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

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

**LICENSURE/CERTIFICATIONS:** 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 and required attachments 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.