

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: JUSTICE COURT ADMINISTRATOR
CLASS CODE: 2801

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: AMENDED 8/12/2009 (Revises 10/30/2007 version)
DEPARTMENT: JUSTICE COURT

JOB SUMMARY

Under general guidance and direction of the presiding judge, oversees day-to-day operations and administrative activities of the Utah County Justice Court.

ESSENTIAL FUNCTIONS

Directs day-to-day operations of the Utah County Justice Court; assists the judges in developing and maintaining policies, procedures, and guidelines for effective operation of the court and its programs; responds to questions from the public and serves as a liaison in coordinating court operations with other County departments and court agencies.

Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies, evaluates, and resolves personnel concerns; evaluates performance and conducts performance appraisals; in collaboration with the presiding judge, makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure; conducts staff meetings under the direction of the presiding judge.

Manages case flow to ensure cases are processed in a timely and effective manner; manages the judges' schedules and correspondence; maintains court calendars and dockets; oversees issuance of judicial orders; oversees the maintenance, management and security of all court records.

Reconciles monies collected; reviews handling of fines, fees, and forfeitures to ensure correct reporting and disbursement.

Prepares monthly and annual reports for the presiding judge's signature and submits the same to the Utah State Court Administrator and County administration as specified by state statute or judicial rule.

Prepares and processes contracts and payments based on proper accounting procedures; reviews and prepares purchase orders for refunds, restitution, vendors, and contracts; assists in the preparation of the annual budget; monitors and approves expenditures; monitors and orders office supplies and equipment as needed.

Serves as Terminal Agency Coordinator (TAC) for the court under the guidelines set forth by the Criminal Justice Information System (UCJIS); processes and audits record validations and reactivations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: legal terminology and practices; procedures, organization, and jurisdictional requirements of the court system; applicable formats and protocol for a variety of court and legal documents; related laws, codes, rules and regulations governing functions of the position; supervisory techniques; and basic budgeting, financial management, and tracking procedures.

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Ability to: maintain cooperative working relationships with those contacted in the course of work activities; deal with the public in a pleasant, courteous, and calm manner in all circumstances; organize multiple projects and schedules simultaneously; maintain complex filing systems; prepare concise, accurate, and informative reports using correct spelling and grammar; communicate effectively verbally and in writing; evaluate processes and performance; and motivate and supervise others.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room; work requires frequent contact with the public which exposes incumbent to others' illnesses and to individuals that may be angry, agitated, or otherwise upset.

EDUCATION AND EXPERIENCE

Bachelor's degree in business administration, criminal justice, or a closely related field and four (4) years of related management experience in a regulatory agency, court or legal setting of which two (2) years are in a supervisory capacity. Equivalent combinations of education and experience that include two years in a supervisory capacity may also be considered.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Must *obtain* Bureau of Criminal Identification (BCI) certification through the State of Utah during the probationary period for new hires or during the trial period for promoted County employees and maintain certification thereafter. County employees being reassigned or transferred to this classification must possess BCI certification upon reassignment or transfer.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.