

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: JUSTICE COURT CLERK I/II/III
CLASS CODE: I - 6150 II - 6151 III - 6152

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 09/15/2010 (Revised 6/14/2008 version)
DEPARTMENT: JUSTICE COURT

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.

CLASS CHARACTERISTICS

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.

Justice Court Clerk II: This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement. Incumbents at this level are proficient at the counter and in performing in-court clerk duties.

Justice Court Clerk III: Works under general supervision in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are proficient at the counter and in-court and are capable of training and leading others.

ESSENTIAL FUNCTIONS

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.

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.

Justice Court Clerk II (in addition to the duties listed above):

Performs various in-court duties under close supervision; takes minutes and maintains record of court proceedings; makes minute entries; opens and closes court as required; administers oath to witnesses and jurors; marks, handles, and is responsible for keeping and releasing of exhibits; arranges for interpreters and for video in custody hearings with jails throughout the state.

Receives and docket notices of appeal; balances, verifies and prepares daily deposits; under close supervision of a judge, types or prepares a variety of court records including bench warrants, commitment and release orders, orders to show cause, defaults, motions, judgments, court minutes, and all other orders of the court.

Justice Court Clerk III (in addition to the duties listed above):

Provides training and assistance; serves as a resource or team leader for lower level clerks on complex issues and special processes; may review reports, records and work products.

Informs judge of docket status and schedule; may obtain potential juror list and processes according to court procedures.

Inputs and retrieves criminal information as needed to comply with record keeping requirements; may serve as the Terminal Agency Coordinator (TAC).

KNOWLEDGE, SKILLS, AND ABILITIES

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.

Justice Court Clerk II:

In addition to the knowledge, skills, and abilities listed above:

Working Knowledge of: Legal terminology and modern legal practices; court practices, procedures, organization and jurisdictional requirements of the court system.

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Skill in: Using various software programs unique to the Justice Court.
Ability to: Understand broad objectives and follow general instructions.

Justice Court Clerk III:

In addition to the knowledge, skills, and abilities listed above:

Considerable Knowledge of: Justice Court policies and procedures and laws, codes, or regulations relevant to work performed.

Skill in: Basic bookkeeping.

Ability to: Train and lead others.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops, uses tools or equipment requiring a high degree of dexterity; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts, carries, pushes, pulls, 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 exposes the incumbent to high-stress situations including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances.

EDUCATION AND EXPERIENCE

Justice Court Clerk I: 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. Selected applicants are subject to, and must pass, a background check.

Justice Court Clerk II: A minimum of two (2) years of proficient work experience as a Justice Court Clerk I.

Justice Court Clerk III: A minimum of two (2) years of proficient work experience as a Justice Court Clerk II.

LICENSING AND CERTIFICATION

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

CAREER LADDER ADVANCEMENT

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and the class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

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.