



Justice Court Clerk I

Job Description

Department: Justice Court
Position: Career Service
Grade: 716
Supervisory: No
Reports to: Assistant Justice Court
Administrator

Summary

Under the direct, close supervision of the Assistant Justice Court Administrator and at an entry or training level, performs routine to complex legal clerical work within established and frequently changing policies, procedures, and guidelines. Incumbent performs general administrative duties designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the Utah County Justice Court.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Function as receptionist; perform counter and customer service duties; receive telephone calls and assist public with resolving questions regarding processes and paperwork; provide information about court procedures and schedules; set appointments, as needed.
2. Receive, docket, and file incoming citations and complaints; open, sort, and process mail; administer fines based on bail schedule under strict guidelines or as approved by a Justice Court Judge.
3. Monitor and process payments received through the mail; balance daily receipts.
4. Receive and process requests for small claims proceedings; prepare affidavits and orders; explain procedures, set hearings, and initiate docketing; collect fines and fees, as needed.
5. Maintain calendar of events such as trials, arraignments, sentencing, hearings, and motions; notify or subpoena involved parties in a timely manner; prepare notices of trial and pre-trial; perform confidential secretarial duties and prepare legal correspondence, as needed.
6. Review citation abstracts; monitor payment records of defendants to ensure conformity to judgments and payment schedules; prepare pleadings for failure to appear; accept money for bail forfeitures and fines; issue receipts.
7. Prepare, with approval and instruction from a judge, multiple court documents, such as decisions, judgments, and arrest and bench warrants; issue warrants and orders to show cause, as directed; send copies to Police/Sheriff Department(s); notify agencies of arrests; schedule

For Office Use Only

Job Code: 6150
Job Title: Justice Court Clerk I
FLSA: Non-Exempt
Effective Date: 9/1/2022
Public Safety: No

Worker's Compensation: Clerical
Background Level: III
Safety Sensitive: No
DOT: No
ML: Individual Contributor

appropriate hearings; enter case information into database; maintain tickler files and monitor when payments are due.

8. Prepare case filing, case disposition, and other related reports; forward or route documents and reports to allied government agencies; maintain communications with agencies associated with the criminal justice system, including police department warrants divisions, bail bondsmen, prosecuting attorney offices, defense attorneys, public defenders, adult probation officers, and County offices.
9. Prepare various reports, memoranda, forms, abstracts, appeals, and other court documents; transmit materials according to established procedures and deadlines.

Knowledge, Skills, and Abilities

- Knowledge of legal terminology
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Ability to type accurately and at an acceptable rate, based on job duties
- 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
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task effectively

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

Work is performed in a professional office environment. Work may expose the incumbent to high-stress situations, including contact with the public in confrontational, emotionally charged, or uncomfortable circumstances. Work requires frequent contact with inmates and the public, which exposes incumbent to others' illnesses. This role routinely uses standard office equipment such as a laptop, desktop, photocopiers, shredders, filing cabinets, and scanners. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

For Office Use Only

Job Code: 6150

Job Title: Justice Court Clerk I

FLSA: Non-Exempt

Effective Date: 9/1/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: III

Safety Sensitive: No

DOT: No

ML: Individual Contributor

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift or move supplies up to twenty (20) pounds.

Position Type/ Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Three (3) years of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM.

Additional Eligibility Qualifications

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.
2. Incumbents are required to take and successfully pass twenty (20) hours of additional training each year.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

For Office Use Only

Job Code: 6150

Job Title: Justice Court Clerk I

FLSA: Non-Exempt

Effective Date: 9/1/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: III

Safety Sensitive: No

DOT: No

ML: Individual Contributor

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 6150

Job Title: Justice Court Clerk I

FLSA: Non-Exempt

Effective Date: 9/1/2022

Public Safety: No

Worker's Compensation: Clerical

Background Level: III

Safety Sensitive: No

DOT: No

ML: Individual Contributor