Assistant Justice Court Administrator

Job Description

Department: Justice Court
Position: Career Service
Grade: 724
Supervisory: Supervisor
Reports to: Justice Court Administrator

Summary
Under general guidance and direction of the Justice Court Administrator, supervises the collection function and assists with day-to-day operations and administrative activities of the Utah County Justice Court. Supervises the clerical staff, provides training and ensures work accuracy.

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

1. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Assist in the process of staffing decisions related to the hiring, retention, and training of assigned personnel under the direction of administration; evaluate and conduct performance appraisals.
3. Assist in the Identification, evaluation, and resolution of personnel concerns and disciplinary actions under the direction of administration in accordance with County policy and procedures.
4. Perform as backup for the Justice Court Administrator and assist with the day-to-day operations and administrative activities of the court.
5. Evaluate court operations and procedures to ensure efficiency and uniformity.
6. Oversee the collection function of the court to ensure accurate reporting and disbursement; provide backup support for daily balancing of funds collected.
7. Resolve complex customer concerns or difficult transactions; respond to questions from the public, as needed.
8. Serve as backup for the reconciliation of monies collected.
9. Prepare and submit monthly and annual reports to the State Court Administrator and County Administration, as assigned.
10. Assist in ensuring timely and effective case processing through case flow management.
11. Serve as Terminal Agency Coordinator (TAC) for the court under the guidelines set forth by the Utah Criminal Justice Information System (UCJIS); process and audit record validations and reactivations.
12. Submit purchase requisitions for office supplies.

For Office Use Only
Job Code: 3801
Job Title: Assistant Justice Court Administrator
FLSA: Non-Exempt
Effective Date: 11/7/2026
Public Safety: No
Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Manager

13. Function as a timekeeper for the department; utilize the County's time-entry system to ensure proper reporting of work time; resolve employees payroll questions and issues in coordination with the Office of Human Resources Management (OHRM).

Knowledge, Skills, and Abilities

- Knowledge of legal terminology and practices
- Knowledge of court procedures, organization, and jurisdictional requirements
- Knowledge of applicable formats and protocol for court and legal documents
- Knowledge of related laws, codes, rules, and regulations governing functions of the position
- Knowledge of supervisory techniques
- Knowledge of basic collection, accounting, and tracking procedures
- Skilled in data entry, word processing, and spreadsheets
- Skilled in operating a ten-key by touch
- Skilled in motivating and supervising others
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities
- Ability to interact with the public pleasantly, courteously, and calmly
- Ability to manage multiple tasks, assignments, and projects independently under pressure
- Ability to maintain complex filing systems
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to prepare concise, accurate, and informative reports with proper grammar and spelling
- Ability to communicate effectively verbally and in writing
- Ability to evaluate processes and performance

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work requires frequent contact with the public and may expose incumbent to illnesses and to individuals who may be angry, agitated, or otherwise upset.

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.

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. The employee is regularly required to stand, walk, talk, and hear. The employee may be required to work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift 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. Associate degree or higher in a legal, business management, or finance-related field.
2. Four (4) years or accounting and/or collections experience in a court or legal setting, or with a regulatory agency.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with lead or supervisor experience.

Additional Eligibility Qualifications

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.
2. Selected applicants must pass a background check to obtain Utah Criminal Justice Information System (UCJIS) security clearance during the probationary period for new hires (not to exceed twelve (12) months) and promoted employees during their trial period (not to exceed twenty-four (24) months). County employees reassigned or transferred to this position must possess BCI Certification. All employees must maintain BCI Certification for continued UCJIS access.

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.

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 _____

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