Judicial Assistant

Job Description

Department:	Justice Court
Position:	Career Service
Grade:	719
Supervisory:	No
Reports to:	Justice Court Administrator or Assistant Justice Court Administrator

Summary

Under close to general supervision of the Justice Court Administrator or Assistant Justice Court Administrator, performs entry-level legal clerical duties within established and frequently changing policies, procedures, and guidelines. Conducts routine administrative duties 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 a point of contact for the Utah County Justice Court; receive, screen, and direct incoming phone calls using a multi-line phone system.
2. Provide excellent customer service; assist visitors and callers; provide general guidance about court cases and procedures.
3. Assist with facilitating court hearings; respond to questions about trials or hearing schedules; direct defendants to correct hearings; troubleshoot connection issues with Webex, as needed.
4. Perform cashiering functions related to court fees and citations; process payments related to bail forfeiture, cash bail, bail bonds, and community service; ensure payments are taken in compliance with Utah Uniform Fine Schedule or per court order; issue receipts for all payments; reconcile funds received on a daily basis.
5. Maintain a manageable calendar for Justice Court Judges; schedule cases for court based on status of case; process summons and promise to appear.
6. Track case requirements, including payments, treatment, community service, and jail sentencing; communicate regarding outstanding court orders; track bail on cases not filed; process monthly reports for tracking all cases.

For Office Use Only

Job Code: 6150
Job Title: Judicial Assistant
FLSA: Non-Exempt
Effective Date: 11/7/2026
Public Safety: No

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

7. Share documents and reports with allied agencies, as required; maintain communication with agencies associated with the criminal justice system, as needed; process records requests, as needed.
8. Maintain updated and accurate contact information related to cases, including addresses, phone numbers, and email addresses; update current person identifiers, ensuring court records include all available identifying information.
9. Prepare, file, and maintain legal correspondence, including documents, citations, jail releases, and small claims; email forms and process required documents for court hearings promptly.
10. Review and respond to incoming and outgoing mail and email correspondence; route messages to appropriate parties, as needed; ensure private information is not disclosed, as appropriate.

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 identify and resolve routine issues using established guidelines
- Ability to adapt to frequently changing policies, procedures, and deadlines
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to communicate effectively, both verbally and in writing
- Ability to understand and follow clear work instructions
- Ability to multi-task effectively
- Ability to maintain cooperative working relationships with those contacted during the course of work activities

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 laptops, desktops, smartphones, 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.

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 listen. Specific vision abilities necessary for 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. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. 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.

Additional Eligibility Qualifications
1. Incumbents are required to take and successfully pass ten (10) hours of approved coursework annually.
2. Selected applicants must take an oath of office per Rule 3-303 of the Utah Code of Judicial Administration (UCJA), administered by the judge within one week of employment, swearing to support and defend the United States and Utah Constitutions and to discharge their duties with fidelity.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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.

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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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