



# Justice Court Administrator

## Job Description

Department: Justice Court  
Position: Career Service  
Grade: 729  
Supervisory: Yes  
Reports to: Justice Court Judge

### Summary

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

### Essential Functions

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

1. Direct day-to-day operations and administrative activities of the Utah County Justice Court.
2. Assist Justice Court Judges with developing and maintaining policies, procedures, and guidelines for effective operation of the court and its programs.
3. Function as liaison between Justice Court and other County departments and court agencies; coordinate court operations and respond to questions from the public.
4. Supervise, plan, and coordinate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently.
5. Identify, evaluate, and resolve personnel concerns.
6. Evaluate performance and conduct performance appraisals.
7. Make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure in collaboration with a Justice Court Judge.
8. Conduct staff meetings under the direction of a Justice Court Judge.
9. Manage case flow to ensure cases are processed in a timely and effective manner.
10. Manage Justice Court Judges' schedules and correspondence; maintain court calendars and dockets.
11. Oversee issuance of judicial orders.
12. Oversee the maintenance, management, and security of all court records.
13. Reconcile monies collected; review handling of fines, fees, and forfeitures to ensure correct reporting and disbursement.

### For Office Use Only

Job Code: 2801  
Job Title: Justice Court Administrator  
FLSA: Exempt  
Effective Date: 9/25/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

14. Prepare monthly and annual reports for a Justice Court Judge's signature; submit reports to the Utah State Court Administrator and County administration as specified by state statute or judicial rule.
15. Prepare and process contracts and payments based on proper accounting procedures.
16. Assist with preparation of the annual department budget.
17. Monitor and approve expenditures; review and prepare purchase orders for refunds, restitution, vendors, and contracts; monitor and order office supplies and equipment, as needed.
18. Oversees administration of jury operations.

### **Knowledge, Skills, and Abilities**

- Knowledge of legal terminology and practices
- Knowledge of procedures, organization, and jurisdictional requirements of the court system
- Knowledge of applicable formats and protocol for court and legal documents
- Knowledge of laws, codes, rules, and regulations relevant to work performed
- Knowledge of basic budgeting, financial management, and tracking procedures
- Skilled in supervisory techniques
- Skilled in problem solving
- Skilled in organization with attention to detail
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to respond to the public in a pleasant, courteous, and calm manner
- Ability to organize multiple projects and schedules simultaneously
- Ability to maintain complex filing systems
- Ability to prepare concise, accurate, and informative reports using correct spelling and grammar
- Ability to communicate effectively verbally and in writing
- Ability to evaluate processes and performance
- Ability to motivate and supervise others

### **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.

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### **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 typically sits at a desk or table and is regularly required to stand, walk, talk, and hear. The employee regularly works 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. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period 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. Bachelor's degree in business administration, criminal justice, or a closely related field.
2. 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.
3. Equivalent combinations of education and experience that include two (2) years in a supervisory capacity may also be considered.

### **Additional Eligibility Qualifications**

1. Incumbent must obtain Bureau of Criminal Identification (BCI) 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.
2. Incumbents must demonstrate proficiency in BCI certification annually, as required by the Board of Justice Court Judges.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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**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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