



Justice Court Clerk I

Job Description

Department: Justice Court
Position: Career Service
Grade: 718
Supervisory: No
Justice Court Administrator or
Reports to: Assistant Justice Court
Administrator

Summary

Under the direct, close supervision of the Justice Court Administrator or Assistant Justice Court Administrator, performs routine to complex legal clerical work within established and frequently changing policies, procedures, and guidelines. Incumbent serving in this classification perform general administrative duties at an entry level 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 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 cashier 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: Justice Court Clerk I
FLSA: Non-Exempt
Effective Date: 11/10/2022
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
- Skilled in problem solving
- Ability to adapt to frequently changing policies, procedures, and deadlines
- Ability to be self-motivated
- 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
- Ability to adapt to changing priorities

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.

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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. 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.

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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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