Senior Judicial Assistant

Job Description

Department:	Justice Court
Position:	Career Service
Grade:	720
Supervisory:	No
Reports to:	Justice Court Administrator or Assistant Justice Court Administrator

Summary

Under general guidance and direction of the Justice Court Administrator or Assistant Justice Court Administrator, performs progressively complex legal clerical duties within established and frequently changing policies, procedures, and guidelines. Conducts general administrative duties designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the Utah County Justice Court. Incumbents exercise some independent judgment and initiatives.

Essential Functions

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

1. Receive, docket, and file incoming documents, citations and small claims; administer fines based on the fine schedule under strict guidelines or as approved by a Justice Court Judge.
2. Perform cashiering functions on a daily basis; reconcile and verify deposits; balance credit card payments; monitor and process payments received through the mail; apply cash bail, traffic school payments, and debt collection payments; prepare trust payments for attorney fees and transportation fees.
3. Prepare affidavits and orders; explain procedures, set hearings, and initiate docketing.
4. Maintain the calendar for Justice Court Judges; schedule events such as trials, arraignments, sentencing, hearings, and motions; notify involved parties in a timely manner; prepare notices of trial, pre-trial, and order to show causes; perform confidential secretarial duties and prepare legal correspondence, as needed.
5. Monitor dockets to ensure conformity to probation, including treatment and payment schedules.
6. Prepare, with approval and instruction from a judge, multiple court documents, including memoranda, forms, abstracts, decisions, judgments, and arrest and bench warrants; research source documents, as needed; issue warrants and orders to show cause, as directed; send copies to Police/Sheriff Department(s); notify agencies of arrests; schedule appropriate hearings; enter case information into the database; maintain the bail account and monitor when payments are due; ensure compliance with established procedures and deadlines.

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

7. Ensure accuracy of case disposition and other related reports; prepare and process jail release agreements and pretrial protective orders; 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, jails and County offices.
8. Perform multiple in-court duties under close supervision; take minutes and maintain a record of court proceedings with recording and accurate orders; open and close court, as required; administer the oath to witnesses and jurors; mark, handle, and process exhibits; arrange for interpreters and schedule and track in custody hearings with jails throughout the state; track fingerprints and firearm restrictions and rights forms.
9. Receive, docket, and track notices of appeal.
10. Perform the duties of the Judicial Assistant as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of legal terminology and modern legal practices
- Knowledge of court practices and procedures
- Knowledge of organizational and jurisdictional requirements of the court system
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheets
- Skilled in using various software programs unique to the Justice Court
- 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 broad objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task effectively on complex assignments
- Ability to adapt to changing priorities with minimal supervision
- Ability to maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility but serves as a coach and mentor to other positions in the department.

Work Environment

This job operates 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. Five (5) years of general clerical support work experience, including two (2) years of proficient work experience as a court clerk.
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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