



<b>POSITION DESCRIPTION</b>  <b>Justice Court Clerk / Deputy Clerk</b>  <b>FLSA Status: Non Exempt</b> <b>County Classification: Occupational</b> <b>Salary Grade/Band:</b>	<b>7 July 2015</b>  <b>Reports to: 8<sup>th</sup> District Justice Court Judge</b> <b>Revised:</b> <b>Human Resources Initials: _____</b>
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<b>POSITION PROFILE</b>  Works under the general supervision of the elected 8 <sup>th</sup> District Justice Court Judge. Performs a variety of working level, general administrative and complex clerical duties designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the Duchesne County Justice Court.
<b>GOALS</b> <ul style="list-style-type: none"><li>• To ensure work performance, effective time management practices, and attention to detail.</li><li>• To conduct research and assist the County's Justice professionally and efficiently.</li><li>• To articulate and convey information accurately and appropriately to attorneys.</li></ul>
<b>ESSENTIAL FUNCTIONS</b> <b>Justice Court Deputy Clerk</b> <ul style="list-style-type: none"><li>• Works under general supervision in performing various in-court duties.</li><li>• Maintains cross reference recovery system; opens mail, sorts and processes.</li><li>• Takes minutes and maintains record of court proceedings; enters minutes.</li><li>• Opens and closes court as required.</li><li>• Marks, handles, and is responsible for keeping and releasing of exhibits.</li><li>• Receives dockets and files incoming citations, complaints notices of appeal.</li><li>• Prepares orders to show cause and distribution of all judgments and orders.</li><li>• Performs customer service duties; receives telephone calls and assists public in resolving questions regarding various processes and paperwork; provides information about court procedures and schedules; sets appointments.</li><li>• Administers fines based on Uniform Fine and Bail Schedule or maintains and monitors trusts if not guilty is entered.</li><li>• Cashiering duties include: taking payments over the counter, credit card payments, and cash bail received from the Duchesne County Jail.</li><li>• Tracks payments made through the mail and credit card system; balances daily receipts; receives and processes requests for small claims proceedings; maintains accurate record of small claims judgment files.</li><li>• Prepares affidavits and orders; sets hearings, collects fees and initiates docketing.</li><li>• Maintains calendar of events such as trials, arraignments, sentencing, hearings, and motions.</li><li>• Prepares a variety of notices including notices of trial and pre-trial.</li></ul>

- Performs confidential secretarial functions and prepares legal correspondence.
- Reviews citations; abstracts; tracks payment records of defendants to assure conformity to judgments and payment schedules; tracks cases that are classified as failure to appear; utilizes legal processes such as late notices, summons, bench warrants, warrants of arrest, orders to show cause; receipts money for bail forfeitures, fines; and issues receipts.
- Prepares, with approval and instruction from judge, various court documents such as **decisionsrulings**, judgments, arrest and bench warrants; prepares and issues warrants and orders to show cause for judge's signature; enters warrants on the state system and mails orders to show cause to defendant's.
- Arranges appropriate dates of transportation when arrests are made in other jurisdictions; computer ent~~ry~~**ry** **ofers** case information; maintains tickler files and monitors when payments are due (end of court probation etc.).
- Prepares case filing, case disposition and other related reports and forwards or routes documents and reports to allied government agencies (BCI, DLD); maintains liaison and communications with agencies associated with the criminal justice system such as police department warrants divisions, bail bondsmen, prosecuting attorney offices, defenses attorneys, public defenders, adult probation and county offices.
- Researches source documents for relevant data to produce legal papers and court documents; types various reports, memoranda, forms, abstracts, appeals and other court documents; transmits materials according to established procedures and deadlines.
- Performs other duties as business needs necessitate.

**Justice Court Clerk (In addition to the duties listed above)**

- Performs various in-court duties under close supervision.
- Responsible for the supervision of the Justice Court Deputy Clerks.
- Takes minutes and maintains record of court proceedings; makes minute entries; opens and closes court as required; administers oath to witnesses and jurors; marks, handles, and is responsible for keeping and releasing of exhibits.
- Arranges for interpreters and for video in custody hearings with jails throughout the state.
- Receives and docket notices of appeal.
- Balances, verifies and prepares daily deposits.
- Maintains and monitors trust account and issues necessary checks.
- Maintains and completes monthly reports and submits them to the County and AOC.
- Works closely with the judge, prosecutor and attorney to schedule calendar dates.
- Under close supervision of the judge, types or prepares a variety of court records including bench warrants, commitment and release orders, orders to show cause, defaults, motions, judgments, court minutes, and all other orders of the court.
- May review reports, records and work products.
- Informs judge of docket status and schedule; may obtain potential juror list and processes according to court procedures.
- Inputs and retrieves criminal information as needed to comply with record keeping requirements.
- May serve as the Terminal Agency Coordinator (TAC).
- Performs other duties as business needs necessitate.

**EDUCATION AND EXPERIENCE**

- Associates Degree preferred but not required;
- Graduation from high school or equivalent;
- Specialized training provided through the Office of the State Court Administrator, including seminars,

workshops or college courses or inservice training provided by the Justice Court Judge;

- Two (2) years relevant work experience preferred;
- Must be eligible to receive security clearance for access to State computer Utah Criminal Justice Information System (UCJIS).
- Bilingual Spanish a plus, but not required.
- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation and drug test.

## **TRAINING**

- Incumbents are required to take and successfully complete 10 hours of additional training each year.

## **SKILLS/ABILITIES**

- Must have working knowledge of legal and court terminology, court practices, procedures, organization and jurisdictional requirements of the court system; bail hearing processes and procedures; fine and fee schedules; basic accounting and bookkeeping; office methods and equipment, complex filing systems and computerized applications for records filing.
- Must be proficient with Microsoft Office, including Microsoft Excel, Outlook, and Word, Google Mail, calendaring and documents; Federal and State e-filing systems and all court systems.
- Must have considerable knowledge of justice court policies and procedures and laws, codes, or regulations relevant to work performed.
- Performs standard office practices.
- Uses proper grammar, spelling, and punctuation.
- Exemplifies superior customer service and communicates professionally verbally or in writing.
- Ability to read, understand, and write correspondence.
- Ability to understand broad objectives and follow general instructions.
- Uses basic math.
- Operates standard office equipment; word processing, data entry, and basic spreadsheets.
- Must be attentive to detail.
- Must be able to balance team and individual responsibilities.
- Must be accurate and thorough.
- Must follow instructions, direction, and commit to long hours of work when necessary.
- May be required to successfully complete annual court training provided through the office of the State Courts for Court Clerk and Deputy Court Clerk. Must be eligible to receive security clearance for access to State computer (UCJIS).
- Must be able to work effectively with coworkers, clients and others by sharing ideas in a constructive and positive manner; listen to and objectively considering ideas and suggestions from others; keep others informed of work progress, timetables and issues; address problems and issues constructively to find mutually acceptable and practical business solutions.
- Skill in basic bookkeeping.
- Must be able to take independent action, make independent decisions and be accountable.
- Ability to train and lead others.
- Exemplifies professional and timely work processes.
- Ability to establish and maintain effective working relationships with elected officials, county officials and employees; outside courts/agencies, support staff and all other state and county

- agency representatives and employees.
- Ability to identify and resolve problems in a timely manner.
- Ability to maintain confidentiality of ALL County, plaintiff, defendant, attorney information.
- All levels must learn or be able to use various software programs unique to the Justice Court.

**PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

**LANGUAGE SKILLS**

- Ability to interpret and carry out complex instructions and assignments as warranted.
- Ability to impart information to others when necessary.
- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbal forms.
- Must be able to respond to inquiries from outside counsel and support staff, public, agencies, and other departments to fulfill requests for information.

**REASONING ABILITY**

- Must have the ability to synthesize complex or diverse information and collect and research data.
- Defines issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.

**PHYSICAL REQUIREMENTS**

- While work may be sedentary, include extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, and filing.
- Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 40 pounds.
- Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**HAZARDS**

- Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment,

compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.