



POSITION ANNOUNCEMENT

POSITION TITLE:	Justice Court Clerk
STARTING PAY RATE:	\$16.11
OPENING DATE:	April 18, 2024
CLOSING DATE:	Open Until Filled

Anyone interested in this position should submit the following as attachments when applying online:

Cover letter

Updated personal resume`

Roy City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. If you have special needs please call (801) 774-1000. The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process.

DRUG FREE WORK PLACE / EOE / ADA

GENERAL PURPOSE

Performs a variety of complex clerical duties and legal procedures in the justice court relating to the preparation and processing of court cases in a generalized capacity.

SUPERVISION RECEIVED

Works under the general supervision of the Court Clerk Supervisor.

ESSENTIAL FUNCTIONS

Prepares, assembles, and checks materials for each court session; organizes case files; prepares and mails notices as set out by court procedures.

Files information, citations, affidavits and other charging documents as received; prepares case files; opens mail sorts and processes mail and other documents.

Performs a variety of in-court duties: enters minutes of court proceedings; operates recording devices; prepares accurate minute entries which include the rulings of the court; calls cases and reads complaints; administers oaths to witnesses and jurors; receives, marks, stores and releases exhibits and evidence.

Prepares arrest and bench warrants; sets bail in compliance with the uniform bail schedule; types warrant information, orders to show cause, failures to appear and refers to Judge for signature; issues and recalls warrants.

Arranges jail video conferences or prisoner transportation to and from court.

Establishes and maintains court dockets; calendars court dates and confirms court arrangements; notices interested and concerned individuals regarding court proceedings. Prepares calendar and reviews with judge prior to court.

Performs follow-up works subsequent to court sessions; issues judicial orders; posts information generated during court sessions to case files; prepares and routes certified copies.

Obtains prospective jury lists; issues jury summons; prepares jury instructions and processes juror and witness payments. Prepares case filing, case disposition, and other related reports and forwards to allied government agencies; prepares and maintains various court records, files, and indexes.

Receives and receipts money; balances cash drawer; posts transactions to appropriate accounts; disburses monies according to established procedures.

Responds to questions from the public regarding court procedures, answers telephone calls and greets visitors; may type court correspondence.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from high school with course work in typing and filing;

AND

B. Two (2) years progressively responsible experience related to the above duties;

OR

C. An equivalent combination of education and/or experience.

AND

D. Must successfully complete the annual court training provided through the Office of the Court Administrator.

2. Knowledge, Skills, and Abilities

Required working knowledge of CORIS, Judicial Workspace, Electronic Filing System, Offender Management System and Utah Criminal Justice Information System (UCJIS); knowledge of general office procedures, proper grammar, spelling, and punctuation, basic bookkeeping techniques and basic arithmetic. Ability to make change is required.

Required skills include keyboarding at 40-50 wpm, a working knowledge of word processing, proofreading, and filing.

Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with the employees, representatives of allied agencies, and the general public. Maintains a positive work atmosphere by behaving and communicating in a professional manner.

3. Special Qualifications:

- A. Type 50 wpm.
- B. Basic computer knowledge.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking.