SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Justice Court Clerk

Revision Date: 1/07
EEO Code: Admin. Support
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Performs a variety of routine to complex clerical duties as needed to maintain comprehensive records, reports, accounts, or files related to activities of the Sandy City Justice Court. This position is under the direct supervision of the Court Clerk Supervisor.

III. Essential Duties:

- Perform function of a cashier accepting, posting, processing and verifying payments, credits and other financial transactions.
- Performs accounting functions ranging from balancing daily work to processing unusual and complex financial transactions.
- Maintains comprehensive index files, forms, reports and/or records.
- Operates computer terminal to input and receive information related to statistics, records, reports, accounts and services.
- Greets the public over the counter and on phones; responds to questions related to judicial services and functions (cases, bail, warrants, payments and appointments)
- Maintains official court dockets and associated papers; posts official entries reflecting pertinent facts, financial records and judgements related to disposition of each court case; maintains a suspense file on all pending court cases including financial matters related thereto.
- Schedules arraignments, pre-trial and other pre and post judgement hearings, as well as jury and non-jury trials; prepares and maintains the court calendars of these events keeping the judge advised on all court schedules and delinquent cases.
- Coordinates and tracks community service ordered by the judge.
- Opens, reviews, and distributes mail for the court.
- Maintains liaison and communications with agencies associated with criminal justice system such as Police Department warrants division, bail bondsmen, prosecuting attorney offices, public defenders, adult probation, Justice Courts and City offices.
- Prepares assembles, and checks materials for each court session; establishes and routes case files; prepares and routes notices according to required procedures.
- Arranges prisoner transportation to and from court.
- Performs follow-up work subsequent to court sessions; issues judicial orders; posts information generated during court sessions to case files; prepares and routes certified copies.
- Issues stay dates; issues and recalls bench warrants, and commitment orders; process expungements ; issues and enters information, pleadings, motions, summons, Subpoenas, minute findings, judgements, and orders made by the courts.
- Maintains tickler files to monitor when payments are due, end of probation, etc.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over $5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than $200 in a 3 month period.

IV. Marginal Duties:

- Constant contact with public regarding citations they've received.
- Other duties as assigned.

V. Qualifications:

**Education**: High school diploma or equivalent required; some secretarial/clerical, accounting or bookkeeping training preferred as well.

**Experience**: Two years of clerical work experience; court or legal experience preferred.

**Probationary Period**: A one-year probationary period is a pre-requisite to this position.

**Knowledge of**: Office management systems, filing procedures, bookkeeping and accounting procedures; court policies and procedures; legal terminology and court documents.

**Communication Skills**: Must have exceptional interpersonal skills working with fellow co-workers in stressful conditions; glean relevant information and inform the public regarding Sandy City Justice Court procedures; contacts with citizens, requiring patience and tact; contacts with other departments, furnishing and obtaining information; contacts with other enforcement agencies; requires tact and judgement to deal with and influence people; constant contact with the public regarding citations they have received; verbal proficiency in Spanish idea, but not required.

**Tool, Machine, Equipment Operation**: Ability to type 40 wpm; occasional use of a ten-key; constant use of personal computer using word processing and spreadsheet software, and regular use of a printer.

**Analytical Ability**: Ability to follow complex directions; prioritize tasks; work well under pressure and impending deadlines; work independently with a minimum of supervision.

VI. Working Conditions:

Great mental effort is required daily; frequent pressure and fatigue are present in this position due to above average exposure to deadlines; constant attendance is required; work assignments are broad and performed with minimal supervision or checking; work is referred to supervisor only when policy questions arise; great responsibility is required for the care, condition, and use of materials, equipment, and money; must be able to maintain confidentiality of records.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____