SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Justice Court Referee

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

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

Under the direct supervision of the Court Administrator, hears bailable court cases to determine appropriate action to be taken; ensures the court records are accurate and prepared in a timely manner.

III. Essential Duties:

- Conducts hearings in bailable traffic cases and other misdemeanor cases as authorized; makes decisions for determination of appropriate action i.e. traffic school, reduced fine etc. Reviews files for hearing prior to scheduled appointment.
- Coordinates with city office personnel, city police, highway patrol, county sheriff, county jail personnel, constable office, prosecution and defense attorneys. Accesses complex computer systems to obtain confidential criminal records, driving records, jail records, etc
- Creates and compiles monthly and other reports for review by the Justice Court Administrator.
- Performs quality control audits to ensure accuracy of court records.
- Responds to questions and concerns from the public.
- Prepares bi-weekly payroll for the Justice Court and maintains accounting for employee leave.
- Orders and receives supplies and other materials for the Court.
- Processes invoices for services and goods ordered by the Court.
- Maintains tickler files to monitor when payments are due, end of probation, etc.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

Education: Bachelors degree in criminal justice or related field or any four year equivalent combination of education and related experience.

Experience: Four years of court operations work experience.

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

Knowledge of: Court computer program and state computer system; management practices and procedures; court processes and procedures including case management techniques; City policies and procedures; legal terminology, court documents, and word processing.

Responsibility for: Conducting informal hearings with traffic and other minor offenders on all contested non-mandatory court appearance required cases; the care and condition of departmental materials and equipment; proper documentation of citations, arraignments, and court proceedings

Communication Skills: Glean relevant information and inform the public regarding Sandy City Justice Court procedures; establish and maintain effective working relationships with employees, representatives of allied organizations; contacts with other departments, furnishing and obtaining information; contacts with other enforcement agencies; requires tact and judgement to deal with and influence people; requires well developed sense of strategy and timing; contact with the public regarding citations they have received.

Tool, Machine, Equipment Operation: Occasional use of a ten-key; frequent use of personal computer and word processing software, and regular use of a printer; must maintain certification as a qualified terminal operator through the Utah Bureau of Criminal Identification.

Analytical Ability: Ability to prioritize tasks; ability to make appropriate recommendations to Judge regarding City traffic violations; 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.

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: _____