

# Sevier County

## Job Description



<b>Title:</b>	Senior Court Clerk	<b>Job Code:</b>	601
<b>Division:</b>	Administration	<b>Effective Date:</b>	01/12
<b>Department:</b>	Justice Court	<b>Last Revised:</b>	
<b>FLSA Status:</b>	Non-Exempt	<b>Grade:</b>	12

### GENERAL PURPOSE

Performs a variety of **full performance level complex clerical duties** designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the County Justice Court.

### SUPERVISION RECEIVED

Works under the general supervision of the Justice Court Judge or Lead Court Clerk.

### SUPERVISION EXERCISED

May provide general supervision to Court Clerk(s) II or I while in training or on a project by project basis.

### ESSENTIAL FUNCTIONS (*Performs Some or All of the Following*)

Acts as lead court clerk in the absence of the lead clerk; performs routine administrative and complex clerical duties related to coordinating the daily functions of the justice court; ensures quality of the ongoing maintenance of court records; monitors state code changes and updates county documents and records as needed to ensure compliance with policies, procedures and practices of the justice system; responds to telephone calls and assists public with questions regarding various court processes and papers; provides information about court schedules; sets appointments.

Acts as assistant Terminal Access Coordinator (TAC) to Lead Court Clerk/TAC; responsible for court's use of UCJIS (Utah Criminal Justice Information Service) files. Serves as a BCI point of contact for quantity control, dissemination of information, security, user access, training, testing, audits, and any other matters concerning system use as directed by the TAC.

Creates and maintains fiscal records and reports of the court as required by law; creates and prints receipts for moneys mailed or paid in person; posts payments and other information in computerized ledger; maintains account of checks received, sent, returned, etc.; maintains court records for cases as may be required; performs financial transactions for goods and services used by the court; distributes reports and monies to government agencies and others as required and directed.

Reviews citation abstracts; monitors payment records of defendants to ensure conformity to judgments and payment schedules; utilizes legal processes such as late notices, summons, bench warrants, warrants of arrest, orders to show cause, and informations; accepts and records money for bail forfeitures, fines; issues receipts.

Performs clerical tasks; receives, docketed and files incoming citations, affidavits and informations; opens, sorts and processes mail; tracks payments made by phone, internet and mail; balances and prepares deposits of daily receipts; receives and processes requests for small claims proceedings; prepares affidavits and orders; explains procedures, sets hearings, collects fees and initiates docketing.

Prepares, distributes, amends, and/or cancels, with the approval and instruction from the judge, various court documents and orders including but not limited to arrest and bench warrants, failure to appear notices, notice to appear; notifies appropriate jurisdiction if someone is arrested; maintains tickler files and makes case entries to keep dockets current; enters, amends and cancels warrants as directed.

Maintains calendar of events such as trials, arraignments, sentencing, hearings, and motions; notifies or subpoenas involved parties in a timely manner; informs judge of docket status and schedule; prepares notices of trial and pre-trial; obtains potential juror list and processes according to court procedures; arranges prisoner transportation to and from court; organizes and conducts telephonic arraignments.

Performs various in-court duties on a regular basis; takes minutes and maintains record of court proceedings; opens and closes court as required; calls cases and acts as bailiff; under close supervision of the judge types or prepares judgments, commitments, letters and other documents as needed.

Records case notes of dispositions for reporting to allied government agencies (AOC, BCI, DLD); maintains liaison and communications with agencies associated with the criminal justice system such as police department, bail bondsmen, prosecuting attorney offices, private councilors, public defenders, county courts, and county offices; prepares various reports, memoranda, forms, abstracts, appeals and documents for the court.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent; plus one (1) year specialized training provided through the office of the state court administrator, workshops or college courses or in-service training provided by the Justice Court Judge;

AND

B. Four (4) years of experience related to above or similar duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** telephone operations and receptionist functions; legal and court terminology; 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.

**Skill** in the operation of personal computer and applications; data entry, use of various office machines, i.e., copier, 10 key, etc.

**Ability to** follow complex instructions; work under stressful working conditions created by strict time frames; learn legal and court document formats; learn criminal and civil law as it applies to court processes; manage angry individuals and unpleasant situations; communicate effectively, verbally and in writing; develop effective working relationships with co-workers, appointed officials, professionals, and the public; adhere to mandated confidentiality of information.

3. Special Qualifications:

Must be bondable. May be required to successfully complete annual court training provided through the office of the State Courts for Deputy Court Clerk. Must be eligible to serve as a notary. Must be eligible to receive security clearance for access to State computer (BCI, NCIC, MVRG, INLETS).

4. Work Environment:

Workers in this position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Occasional minor lifting generally not to exceed 25 pounds. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) 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.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)