

Uintah County

Job Description



Title:	Senior Court Clerk	Code:	527.3
Division:	Administration	Effective Date:	3/07
Department:	Justice Court	Last Revised:	2/12
FLSA Cat:	Non-Exempt	Pay Grade:	21

GENERAL PURPOSE

Performs a variety of **first-line supervisory, general administrative and complex clerical duties** designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the Uintah County Justice Court.

SUPERVISION RECEIVED

Works under the general supervision of the elected Justice Court Judge.

SUPERVISION EXERCISED

Provides close and general supervision of Court Clerk(s) II and I.

ESSENTIAL FUNCTIONS

Performs as the supervising court clerk; conducts training; oversees day-to-day processes of the office to ensure accuracy and quality of work and achieve performance standards and expectations established by the judge; may make recommendations affecting employee job status, i.e., retention, advancement, discipline and discharge.

Performs various in-court duties; takes minutes and maintains record of court proceedings; makes minute entries; opens and closes court as required; calls cases and acts as bailiff; assure proper protocol, swears in witnesses and jurors; marks, handles, and responsible for keeping and releasing of exhibits; receives and docket notices of appeal; under close supervision of the judge types or prepares supplemental motions, orders to show cause, garnishments and executions; and distribution of all judgments and orders.

Receives, docket and files incoming citations and complaints; maintains cross reference recovery system; opens mail, sorts and processes; under strict guidelines as may be approved by the justice court judge, administers fines based on fine schedule or bail if plea is not guilty; attaches appearance by mail to citation; keeps track of payments made through the mail; makes deposits of daily receipts; receives and processes requests for small claims proceedings, maintains accurate recording for small claims judgment files; prepares affidavits and orders; explains procedures, sets hearings, collects fees and initiates docketing.

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; performs confidential secretarial duties such as preparing jury instructions and legal correspondence; arranges prisoner transportation to and from court.

Maintains fiscal records of the court as needed and required by law; oversees processing court revenues and maintenance of trust account; writes receipts for moneys mailed or paid in person; posts payments decisions and other information in computerized ledger; maintains account of checks returned; disburses monies according to state law, court policies and orders.

Performs routine administrative and complex clerical duties related to coordinating the daily functions of the justice court; monitors compliance with court budget; assures quality of the ongoing maintenance of court

records; monitors state code changes and updates county documents and records as needed to assure compliance with policies, procedures and practices of the municipal justice system; acts as receptionist, receives telephone calls and assists public in resolving questions regarding various civil processes and papers; provides information about court procedures and schedules; sets appointments.

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

Prepares with the approval and instruction from the judge various court documents, such as decisions, judgments, arrest and bench warrants; with judge approval types warrant information, orders to show cause, failure to appear and refers to Judge for signature; sends copy to Police/Sheriff Department(s); notifies county or other jurisdiction if someone is arrested; oversees decisions of the court and supervises execution of court orders; computer enters case information; maintains tickler files to monitor when payments are due, end of six month probation, etc.

Prepares case filing, case disposition and other related reports and forwards or routes documents and reports to allied government agencies (AOC, BCI, DL); maintains liaison and communications with agencies associated with the criminal justice system such as police department warrants divisions, bail bondsmen, prosecuting attorney offices, private councilors and public defenders, adult probation, county courts, and county offices; researches source documents for relevant data to produce legal papers and court documents; types various reports, memoranda, forms, abstracts, appeals and documents for the court; transmits materials according to established procedures and deadlines.

May serve as Terminal Access Coordinator (TAC); inputs and retrieves criminal information as needed to comply with record keeping requirements; compiles reports showing all court activity for the State Bureau of Criminal Identification, State Court Administrator, State Driver License Division, and Uintah County to facilitate case load analysis, and audits.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school or equivalent; plus specialized training provided through the office of the state administrator, including seminars, workshops or college courses or in-service training provided by the Justice Court Judge;
 - AND
 - B. Five (5) 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 various program applications.

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.

3. Special Qualifications:

May be required to successfully complete annual court training provided through the office of the State Courts for Deputy Court Clerk. Must be bondable. 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. Common eye, hand, finger dexterity is required. 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 incumbent(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)