

Sevier County

Job Description



Title: Court Clerk I / II / III / IV	Department: Justice Court
Grade: I - 9 / II - 12 / III - 15 / IV - 17	FLSA Status: Non-Exempt
Job Code: I - 580.1 / II - 580.2 / III - 580.3 / IV - 580.4	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

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

Clerk I: Entry Level / **Clerk II:** Working Level / **Clerk III:** Advanced Level / **Clerk IV:** Full Performance Level

SUPERVISION RECEIVED

Works under the general supervision of the Justice Court Judge

Clerk I: Close / **Clerk II:** Close to General / **Clerk III:** General / **Clerk IV:** General

SUPERVISION EXERCISED

Clerk I: None

Clerk II: May provide some training to Clerk I

Clerk III: May provide training to Clerk I and II

Clerk IV: May provide supervision on a project to project basis.

ESSENTIAL FUNCTIONS

Clerk I or Basic Functions for All Clerks

- Performs routine clerical/administrative duties related to the daily functions of the justice court;
- Complies with policies, procedures and practices of the justice system;
- Ensures quality of the ongoing maintenance of court records;
- Monitors state code changes and updates county documents and records as needed;
- Receives telephone calls and assists public in resolving questions regarding various civil processes and papers;
- Provides information about court procedures and schedules and sets appointments;
- Prepares various reports, memoranda, forms, abstracts, appeals and documents for the court;
- Reviews citation abstracts;
- Processes court documents such as late notices, summons, bench warrants, warrants of arrest, orders to show cause and information;
- Performs a variety of accounting functions related to the office, such as accepting and logging, balancing and preparing daily deposits, and other related duties;
- Receives, docketed and files incoming citations, affidavits and informations;
- 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;
- Informs judge of docket status and schedule;
- Obtains potential juror list and process according to court procedures;
- Arrange prisoner transportation to and from court;
- Learn and perform various in-court duties;
- Take minutes and maintain records of court proceedings;
- Call cases and act as bailiff;
- Maintains liaison and communications with agencies associated with the criminal justice system such as sheriff and police departments, bail bondsmen, prosecuting attorney offices, private counselors, public defenders, other county courts and county offices;
- Edit, review and manage county website information and data;
- Receives sufficient training to pass AOC required certification;
- Attends all training set by the judge and/or the AOC to satisfy yearly training requirements;
- Other duties as assigned by the judge.

Clerk II *(in addition to the essential functions outlined for Clerk I)*

- Creates and maintains records and reports of the court and department as required by law;
- Performs financial transactions for goods and services used by the court;
- Distributes reports and monies to government agencies and others as required and directed;
- Monitors payment records of defendants;
- Receives and processes requests for small claims proceedings;
- Prepare affidavits and orders;
- Explains procedures, sets hearings, collects fees, and initiates docketing;
- Maintains tickler files and makes case entries to keep dockets current;
- Maintains calendar of events such as trials, arraignments, sentencing, hearings, and motions and notifies or subpoenas involved parties in a timely manner;
- Organizes and conducts telephonic arraignments;
- Records case notes of dispositions for reporting to allied government agencies (AOC, BCI, DLD);
- Performs all duties and functions necessary of the E-filing gatekeeper, as assigned;
- Acts as assistant Terminal Access Coordinator (TAC) to Clerk IV/TAC and attends training as necessary;
- Other duties as assigned by the judge.

Clerk III *(in addition to the essential functions outlined for Clerk I & II)*

- 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;
- Other duties as assigned by the judge.

Clerk IV *(in addition to the essential functions outlined for Clerk I, II & III)*

- Serves as Terminal Access Coordinator (TAC) and attends training as necessary;
- Prepares and maintains case filing, case disposition and other related reports and forwards reports to allied government agencies (AOC, BCI, DLD);
- Other duties as assigned by the judge.

MINIMUM QUALIFICATIONS**1. Education and Experience:**

Clerk I: Graduation from high school or equivalent, plus one (1) year of experience related to above or similar duties.

Clerk II: *(in addition to the education and experience for Deputy I):* Three (3) years performing the above related functions at Sevier County or five (5) years of experience performing related duties in a court setting or specialized training provided through the office of the state court administrator, workshops, college courses or in-service training provided by a Justice Court Judge with one (1) of those years being performed with Sevier County.

Clerk III: *(in addition to the education and experience for Deputy I and II):* Eight (8) years performing the above related functions at Sevier County or twelve (12) years of experience performing related duties in a court setting or specialized training provided through the office of the state court administrator, workshops, college courses or in-service training provided by a Justice Court Judge with three (3) of those years being performed with Sevier County.

Clerk IV *(in addition to the education and experience for Clerk I, II and III):* Twelve (12) years performing the above related functions at Sevier County or fifteen (15) years of experience performing related duties in a court setting or specialized training provided through the office of the state court administrator, workshops, college courses or in-service training provided by a Justice Court Judge with five (5) of those years being performed with Sevier County.

*An equivalent combination of education and experience may be considered for all clerk levels.

2. Knowledge, Skills, and Abilities:**Knowledge:**

Clerk I: Some knowledge of the following;

- Telephone operations and receptionist functions;
- Basic accounting and bookkeeping;
- Office methods and equipment, filing systems and computerized applications for records filing.

Clerk II: Working knowledge / **Clerk III:** Considerable knowledge *(in addition to the knowledge outlined for Clerk I):*

- Legal and court terminology;
- Bail hearing processes and procedures;

. Fine and fee schedules.

Clerk IV: Substantial knowledge *(in addition to the knowledge outlined for Clerk I, II and III):*

- Maintaining fiscal records and reports of the court;

Skills:

Skills for all Clerks

- The operation of personal computer and applications;
- Use of various office equipment, i.e., copier, 10 key, scanner, etc.;
- Data entry.

Abilities:

Abilities for all Clerks

- 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;
- Adhere to mandated confidentiality of information;
- Must have excellent customer service skills and work well with others in a team environment by developing effective working relationships with co-workers, appointed officials, professionals, and the public.

3. Special Qualifications:

- Must be bondable.
- Will be required to successfully complete annual court training provided through the office of the State Courts for Deputy Court Clerk.
- Must be able to pass state certification for Justice Court Clerks.
- Must be eligible to serve as a notary.
- Must be eligible to receive security clearance for access to State computer (BCI, NCIC, MVRG, INLETS).
- Resident of Sevier County.

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, typing, talking, hearing and seeing.
- Occasional minor lifting generally not to exceed 25 pounds.
- Common eye, hand, finger dexterity exists.
- 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. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. 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. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)