



JOB DESCRIPTION

TITLE: Court Clerk I
DEPARTMENT: Justice Court
GRADE: 10
FLSA: Non-Exempt
EEO DESIGNATION: Administrative Support
REVISION DATE: 11/14/2016

POSITION SUMMARY

Under the direction of the Court Manager the Court Clerk I performs a variety of complex clerical duties designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the City Justice Court.

ESSENTIAL FUNCTIONS:

- Assists the public at the counter and on the phone, routes calls to other staff as appropriate and takes messages.
- Assists the public with making payments. Organizes receipts and pulls payments.
- Checks enhancements and checks the public in for court.
- Collects and distributes mail. Notes returned mail.
- Mails convictions and clearances and sends parent letters for minors.
- Enters citations and informations into database.
- Verifies proof of compliance.
- Validates warrants on BCI on a quarterly basis.
- Issues and recalls bench warrants, processes commitments, orders to release, etc.
- Updates case files following court sessions.
- Files documents and case files.
- Scans a large volume of documents into the court computer system on a regular basis.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED required. Position requires a minimum of one year of general experience working in an office. Previous court clerk experience is preferred. Knowledge of CORIS (court software) is preferred.



JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of general office procedures; proper grammar, spelling and punctuation; basic bookkeeping techniques; basic arithmetic.
2. Skill in typing 50 words per minute; word processing, proofreading; filing.
3. Ability to communicate effectively in English, both verbally and in writing.
4. Establish and maintain effective working relationships with employees, representatives of allied agencies, and the public.
5. Follow written and oral instructions accurately.
6. Prioritize tasks.

SPECIAL QUALIFICATIONS

Must successfully complete annual court training provided through the office of the State Courts. Must be bondable. Must be eligible to serve as a Utah Public Notary. Must be eligible to receive clearance for access to State of Utah computer (BCI).

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks. May occasionally lift or otherwise move objects weighing up to 25 pounds. May occasionally drive a motor vehicle. This position has intermittent exposure to stressful situations as a result of human behavior.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does 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.