



## JOB DESCRIPTION

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**TITLE:** Court Manager  
**DEPARTMENT:** Justice Court  
**GRADE:** 16  
**FLSA:** Exempt  
**EEO DESIGNATION:** Professionals  
**REVISION DATE:** 11/02/2020

### **POSITION SUMMARY**

Under the general direction of the Finance Director the Court Manager performs a variety of complex work related to the operation of the Justice Court that requires the exercise of independent judgment. The Court Manger works closely with the Justice Court Judge in seeing that the operations of the Justice Court complies with applicable City and State of Utah laws, ordinances and statutes. The Court Manager must lead in creating an environment where team work is cultivated to an extent that office productivity is maximized and collective job satisfaction is expended.

### **ESSENTIAL FUNCTIONS:**

- Understands and is able to perform all functions of Court Clerks (I, II and III) working in the Justice Court.
- Directs and supervises the work of the Court Clerks in the Justice Court.
- Provides updates of the operations of the Justice Court for the Justice Court Judge, Finance Director and City administration as directed.
- Conducts performance appraisals of Court Clerks.
- Composes and processes routine and special correspondence, reports, forms, billing, payments, certificates, applications or other material.
- Monitors state code changes and updates city documents and records as needed to assure compliance with policies, procedures and practices of the justice judicial system.
- Maintains fiscal records of court as needed and required by law.
- Monitors payment records of defendants.
- Organizes weekly court proceedings.
- Trains Court Clerks in Justice Court procedures and processes and in all applicable State of Utah and City statutes that apply to their positions.



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- Maintains appropriate and professional conduct and communication with Finance Director, Justice Court Judge, Court Clerks, City employees, attorneys and their clients and the general public.
- Performs other related duties as required

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in Business Management, Public Administration, Criminal Justice or related field; at least four years of increasingly responsible experience in a justice or other court with at least one year of direct supervisory experience; or an equivalent combination of education and work experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Considerable knowledge of hearing and courtroom protocol; telephone operations and receptionist functions; legal and court terminology; complex filing systems and computerized applications for records filing.
2. Working knowledge of local ordinances, laws, and legal objectives; practices and procedures associated with administration of the Justice Court and the position of Justice Court Judge.
3. Ability to follow complex instructions; work under stressful working conditions created by strict time frames; manage angry individuals and unpleasant situations.
4. Develop effective working relationships with Court Clerks, Justice Court Judge, Finance Director, City employees, attorneys and their clients, allied agencies and the general public.
5. Knowledge of general office procedures; proper grammar, spelling and punctuation; basic bookkeeping techniques; basic arithmetic.
6. Skill in typing 50 words per minute; word processing, proofreading; filing.
7. Ability to communicate effectively in English, both verbally and in writing.
8. Follow written and oral instructions accurately.
9. Prioritize tasks.

### **SPECIAL QUALIFICATIONS**

Must successfully completed annual court training provided through the office of the State Courts. Must be bondable. Must be certified as a Utah Public Notary. Must demonstrate proficiency in court related software such as CORIS. Must have BCI certification with State of Utah.



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### **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 constant 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.*