



## JOB DESCRIPTION

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**TITLE:** Court Supervisor  
**DEPARTMENT:** Justice Court  
**GRADE:** 13  
**FLSA:** Non-Exempt  
**EEO DESIGNATION:** Administrative Support  
**REVISION DATE:** 09/30/2019

### **POSITION SUMMARY**

Under the direction of the Court Manager, the Court Supervisor performs a variety of complex clerical duties designed to expedite the functions, actions, judgements, processes and procedures related to the operation of the Justice Court and requires the exercise of independent judgment.

### **ESSENTIAL FUNCTIONS:**

- Provides administrative support to the Justice Court Judge and the Court Manager.
- Directs and supervises the work of the Court Clerks in the Justice Court at the direction of the Court Manager.
- Understands and is able to perform all functions of Court Clerks (I, II and III) working in the Justice Court. Works closely with court staff on clerk duties.
- Trains Court Clerks in Justice Court procedures and processes and in all applicable State of Utah and City statutes that apply to their positions.
- Records time and assists with payroll preparation for Court employees.
- Composes and processes routine and special correspondence, reports, forms, billing, payments, applications or other material for the Justice Court Judge and Court Manager.
- Assist with the preparation and tracking of the Court budget.
- May handle various, specially assigned administrative activities as designated by the Court Manager.
- Jury Management.
- Performs other related duties, as assigned.

### **MINIMUM QUALIFICATIONS:**

Must have high school diploma or G.E.D. equivalent and two years of post-high school specialized training or associate degree. Individuals with five years of specialized court training, with at least two years of experience performing as Court Clerk III or similar position are preferred; or combination of education and/or experience.



## **KNOWLEDGE, SKILLS AND ABILITIES**

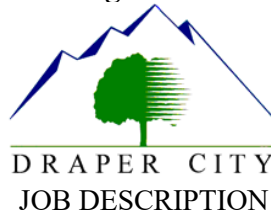
1. Thorough knowledge of modern office practices and procedure, grammar, spelling and punctuation.
2. Considerable knowledge of hearing, courtroom protocol and bench clerk duties; telephone operations and receptionist functions; legal and court terminology; complex filing systems and computerized applications for records filing.
3. Working knowledge of local ordinances, laws, and legal objectives, practices and procedures associated with the Justice Court.
4. Ability to follow complex instructions, work under stressful working conditions created by strict time frames, manage angry individuals and unpleasant situations.
5. Develop effective working relationships with court clerks, attorneys and their clients, allied agencies and the public.
6. Knowledge of general office procedures; proper grammar, spelling and punctuation; basic bookkeeping techniques; basic arithmetic.
7. Skill in typing 60 words per minute; word processing, proofreading; filing.
8. Ability to communicate effectively in English, both verbally and in writing.
9. Follow written and oral instructions accurately.
10. Prioritize tasks.

## **SPECIAL QUALIFICATIONS:**

Must have successfully completed five annual court management training sessions provided through the office of the State Courts. Must be bondable. Must be certified as a Utah Public Notary within 60 days of filling position. Must demonstrate proficiency in court related software and systems such as CORIS, Judicial Work Space, Court VIDYO program and incourt recording process. Must have BCI certification with State of Utah. Must have five years experience as TAC for 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 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.*