



Grand County

Job Description

Title:	Chief Deputy Court Clerk	Job Code:	2000
Division:	Administration	Effective Date:	09/2017
Department:	Justice Court	Last Revised:	

GENERAL PURPOSE

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

SUPERVISION RECEIVED

Works under the general supervision of the Justice Court Judge. May receive functional supervision from the County Council Administrator related to various administrative functions.

SUPERVISION EXERCISED

Provides close to general supervision to Senior Deputy Court Clerk and Deputy Court Clerk(s).

ESSENTIAL FUNCTIONS

Acts as general office manager; handles mandatory traffic and criminal cases in-court for Highway Patrol, Moab City Police, Grand County Sheriff, Utah Division of Wildlife, Utah State Parks; performs routine administrative duties related to coordinating the daily functions of the justice court; schedules video hearings with various jails upon new arrests or service of Arrest/Bench Warrants.

Monitors state code changes and updates county documents and records as needed to assure compliance with policies, procedures and practices of the justice judicial system.

Performs clerical tasks; receives electronic filings, logs and files incoming citations and complaints; maintains cross reference recovery process as needed to maintain current listing of all cases.

Manages ongoing maintenance of court records; removes completed expunged records from various computer files; monitors payment records of defendants to assure conformity to judgments and payment schedule; prepares pleadings for failure to appear; utilizes legal processes such as orders to show cause and informations; opens mail, sorts and processes; determines fees based on bail schedule; attaches appearances as needed to citation; enters case information; maintains and processes data on statewide warrant system; recalls warrants listed on daily booking report.

Maintains calendar of events such as trials, arraignments, sentencing, hearings, and motions; distributes to various court personnel; prepares courtesy bail letters for mandatory appearance; runs driver license records; prepares minute entry for arraignment purposes; processes delinquent notices for mailing; informs judge of docket status and schedule; prepares notices of trial and pre-trial.

Attends hearings and trial; administers oaths, marks and records exhibits. Makes verbatim audio/video records, prepares minute entries and maintains copies of court records; assists with jury management, tape management and copies and courtroom preparation; records outcomes of hearings and trials; prepares and distributes orders and schedules in court interpreters.

Organizes weekly court proceedings; sets up court room, confers with attorney's; writes time payments, compliance's, orders for pending trials, etc.; confers with judge, county prosecutor, bailiff, police officers and witnesses; prepares for trials and pre-trials; requests various case records; maintains record of court proceedings; receives and docket notices of appeal; performs new case docketing; monitors charges to assure proper assignment of criminal code; reviews and closes all cases upon end of time payments and bail forfeitures.

Oversees filings of all abeyance and probation cases; monitors and takes appropriate action of electronic filings acting as "gatekeeper"; runs records and checks files for compliance of court orders; dismisses and closes all files upon completion; runs tracking reports for monitoring of compliance and follow-ups.

Maintains fiscal records of the court as needed and required by law; records payment decisions and other information in court software; maintains account of checks returned; prepares monthly reports showing all court activity and court receipts; prepares State Treasurers report for submission to State; reviews and maintains all accounts in Trust Check Processing for forfeiture of finder fees, payments of restitution and refunds due to defendants.

Reports all court activity for the FBI, State Bureau of Criminal Identification, State Court Administrator, State Driver License Division to facilitate case load analysis; maintains liaison and communications with agencies associated with the criminal justice system such as police department warrants divisions, bail bondsmen, prosecuting attorney offices, private counselors, public defenders, adult probation, county courts, and county offices; performs electronic filing of judgments, i.e., recalls, failure to appear, DL suspensions, etc., to driver's license division.

Monitors yearly case filings and disposes of all cases in accordance with State Record Retention Guidelines; implement all new CORIS updates distributed by the Administrative Office of the Courts; implements yearly legislative laws released by the AOC.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent; plus, one (1) or specialized training related to above duties;
- AND
- B. Four (4) years of progressively responsible experience performing above or similar duties;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of hearing and courtroom protocol; telephone operations and receptionist functions; legal and court terminology; office methods and equipment, complex filing systems and computerized applications for records filing (CORIS court system); BCI operating manual. **Working knowledge of** local ordinances, laws, and legal objectives; GRAMA regulations and document archiving standards; practices and procedures associated with administration of the office of County Judge; general office management principles and supervisory practices.

Skill in the operation of personal computer and various program applications, including CORIS court system; the use of various types of office equipment, i.e., phone system, computers, copy machine, 10 key, scanner, etc.

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:

- Must complete a twelve-month introductory/orientation period as a prerequisite to this position.
- Must successfully pass and maintain all requirements of criminal history background checks.
- Must successfully complete pre-employment drug screening.
- Must possess a valid Utah Driver's license.
- Must be eligible to serve as a notary.
- Must be bondable.
- Must be eligible to receive security clearance for access to State computer (BCI, DLD, NCIC, MVRG, INLETS).
- May be required to successfully complete annual court training provided through the office of the State Courts for Deputy Court Clerk.

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 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)