



Grand County

Job Description

Title:	Deputy Court Clerk II	Job Code:	2005
Division:	Administration	Effective Date:	12/2021
Department:	Justice Court	Last Revised:	12/2021

GENERAL PURPOSE

Performs a variety of **full performance 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.

SUPERVISION RECEIVED

Works under the administrative supervision of the Justice Court Judge or Chief Court Clerk.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Serves as main general office receptionist; greets the public, responds to inquiries and provides basic information related to process and procedure, exercises judgment related to confidentiality and propriety of case, hearing, warrants, and related sensitive material, explains processes and procedures. Receives telephone calls and refers to appropriate person; answers questions about trial or hearing schedules, and assists public in resolving questions regarding various criminal processes and papers; greets people at front counter in friendly manor performing highly confidential and high stress duties which includes collecting and receipting fines; takes credit card payments; provides information about court procedures and schedules; sets appointments; coordinates with various other local and state agencies.

Oversees all Civil/Small Claims cases in court and carries out all phases of those cases; responds to questions regarding small claims filing and procedures; assists the public to prepare and file appropriate documents; files small claim cases; in the absence of Chief Court Clerk, assumes responsibility for all phases of criminal court.

Serves as Terminal Access Coordinator (TAC)/ Alternate; inputs and retrieves criminal information as needed to comply with record keeping requirements; compiles reports showing all court activity for the State Bureau of Criminal Identification, State Court Administrator, State Driver License Division, and Daggett County to facilitate case load analysis.

Performs various in-court duties; sets up courtroom equipment, including recording devices, and keeps accurate account of proceedings; takes minutes; makes minute entries; opens and closes court as required; receives and docket notices of appeal; under close supervision of the judge types or prepares supplemental motions, orders to show cause, garnishments and executions.

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.

Receives telephone calls and refers to appropriate person; answers questions about trial or hearing schedules, and assists public in resolving questions regarding various criminal processes and papers; greets people at front counter in friendly manor performing highly confidential and high stress duties which includes collecting and receipting fines; takes credit card payments; provides information about court procedures and schedules; sets appointments.

Performs clerical tasks; receives, docket, manually enters and files incoming citations and complaints; maintains cross reference recovery system; opens mail, sorts and processes; under strict guidelines as may be approved by the justice court judge; attaches appearance by mail to citation; keeps track of payments made through the mail; makes deposits of daily receipts.

Maintains calendar of events such as trials, arraignments, sentencing, hearings, and motions; notifies or subpoenas involved parties in a timely manner; informs judge of docket status and schedule; prepares notices of trial and pre-trial; obtains potential juror list and processes according to court procedures; arranges prisoner transportation to and from court.

Prepares with the approval and instruction from the judge various court documents, such as arrest and bench warrants; with judge approval types warrant information, orders to show cause, failure to appear and refers to Judge for signature; sends copy to Police/Sheriff Department(s); notifies county or other jurisdiction if someone is arrested; computer enters case information; runs

computer tracking program for probation condition compliance, take court ordered action as needed; maintains tickler files to monitor when payments are due, end of six-month probation, etc.; instructs defendants in the process and first-stage of the Plea and Abeyance Program.

Maintains fiscal records of the court as needed and required by law; writes receipts for moneys mailed or paid in person; posts payments decisions and other information in computerized ledger; maintains account of checks returned; maintains court docket for cases as may be required.

Monitors payment record of defendants to assure conformity to judgments and payment schedules; tracks non-mandatory citations through full process including delinquent notices, in-and-out of state suspensions and warrants; prepares pleadings for failure to appear; utilizes legal processes such as late letters, late notices, summons, bench warrants, warrants of arrest, orders to show cause, and informations; accepts money for bail forfeitures, fines; issues receipts.

Prepares case filing, case disposition, citation and other related reports and forwards reports to allied government agencies (AOC, BCI, DL); maintains liaison and communications with agencies associated with the criminal justice system such as police department warrants divisions, bail bondsmen, prosecuting attorney offices, private councilors and public defenders, adult probation, county courts, and county offices; prepares bail schedules based upon new and revised codes; distributes such information to law enforcement agencies.

Can fully perform the duties of the Deputy Court Clerk I.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent; plus, specialized training provided through the office of the state court administrator, seminars, workshops or college courses or in-service training provided by the Justice Court Judge;

AND

B. Three (3) years of experience related to above or similar duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of telephone operations and receptionist functions; legal and court terminology; bail hearing processes and procedures; fine and fee schedules basic accounting and bookkeeping; of office methods and equipment, complex filing systems and computerized applications for records filing including MS Word, Excel, etc. **Working knowledge of** Bureau of Criminal Identification Operating Manual guidelines and requirements; Utah State Code and Bail Schedule.

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 Coris court software; 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)