

Class Title: Court Clerk II
Department: Justice Court
Merit: non-exempt
FLSA: non-exempt

Class Code: 1112
Eff. Date: 2/22/96
Grade: 15
Revised: 01/23/23

GENERAL PURPOSE

Under the general supervision of the Courts Administrative Assistant, performs a variety of complex clerical duties related to the functions and operations of the Davis County Justice Court. Must contribute to an environment where teamwork is cultivated to an extent that court productivity is maximized and collective job satisfaction is expanded.

EXAMPLE OF DUTIES

Provides customer service in person and over the phone; answers inquiries and addresses problems using judgement and knowledge of court policies, procedures, and laws; fills out forms, registers defendants, witnesses, and attorneys for court appearances, and collects monies.

Proofreads and processes incoming correspondence, citations, information, summons, and other legal documents; records them on computer verifying jurisdiction, correctness of codes, bail amounts and related information. Obtains Drivers' License and Motor Vehicle Records, and Statewide Warrant information.

Schedules court appearances for involved parties. Coordinates with the Prosecuting Attorneys, Defense Attorneys, County Sheriff departments, and state and local law enforcement agencies.

Arranges transportation of inmates for court proceedings. Schedules video hearings with various jails and the prison.

Performs various in court duties for court proceedings; maintains record of court, records pleas, sentences, and other information; swears in jury members, receives and documents evidence; prepares reminder notices for each defendant, sentence forms, jail commitments and releases, and referrals to probation agencies; enters disposition on defendant's file and on computer; prepares official notices for all parties for court appearances and gathers background information for sentencing.

Sends late notices on fines not received; prepares warrants for failure to comply or appear; enters information on computer and sends the appropriate notices to Sheriff's Office and Driver's License Division. Insures that warrants are appropriately recalled when defendant has appeared or is incarcerated. Processes suspensions/clearances of defendant's driver license on computer.

Receives and docket expungements; under close supervision of the judge types and prepares motions, orders to show cause, affidavits, warrants and orders.

Performs scanning of files for electronic storage.

Receives subpoenas; processes payments to witnesses and jurors. Handles appeals, prepares documents to be transferred to higher court; informs defendants and attorneys of status.

Accurately posts payments received by mail and at window to specific accounts and state surcharges.

Monitors accuracy of financial transactions; prepares daily deposits, ensures accuracy of cashiers receipts and daily cash counts; verifies deposits; prepares and runs various computer reports to track funds, including payments, forfeitures, restitutions, bail trust, refunds, and small claims filings.

Acts as back-up to other clerks by filling-in as needed.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

High school graduation (or equivalent) and two (2) years of full-time Court Clerk experience or administrative experience. An acceptable combination of related education and experience may be considered.

2. **Special Qualifications:**

Must pass a criminal history background check.

Must become certified as a court clerk through the Administrative Office of the Courts (AOC) within six (6) months of hire date and complete 20 hours of continuing education each year thereafter.

Must become certified to access records through Utah Criminal Justice Information System (UCJIS) within six (6) months of hire date.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Knowledge, Skills and Abilities:**

Knowledge of: complex and technical filing system related to the court; filing procedures related to a variety of legal documents; civil and criminal processes; terminology; trial procedures and court system processes; general office management procedures; modern clerical techniques and procedures; generally accepted accounting and bookkeeping practices; various computer applications, department policies and procedures.

Skill in: operating a variety of office equipment, entering data with a high degree of accuracy, and performing routine and detailed clerical duties.

Ability to: maintain strict confidentiality; communicate effectively; follow written and oral instructions; make mathematical computations; establish and maintain effective working relationships with supervisors, employees, other departments, and the general public.

WORKING CONDITIONS

Work performed in a typical office setting with appropriate climate controls. Tasks require variety of

physical activities, generally involving muscular strain, such as walking, stooping, sitting, reaching, lifting, etc. Standing for prolonged periods of time may be required. Talking, hearing, and seeing are essential to the performance of the job. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Daily workplace stress associated with working with hostile or disgruntled clients.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***