



CLASS SPECIFICATION

Class Title: Data Quality Technician
Department: Justice Court

Class Code: 115
Eff. Date: 3/28/07
Grade: 17

GENERAL PURPOSE

Under the general supervision of the Judge and the Confidential Secretary (Court Administrator), coordinates and directs the court clerks and support staff to ensure full compliance with required fiscal and data entry standards.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in positions of this class.)

Responsible for routine development and implementation of fiscal and data entry system; identifies problems and makes recommendations for improvements to the Judge or Court Administrator.

Provides coordination of automated information systems between the Administrative Office of the Courts (AOC), County Information Systems department and court personnel. Works closely with the State, County and AOC auditors to implement necessary safeguards to prevent loss and maintain the integrity of all court records.

Reviews and processes reports, citations, information, summons, and other legal documents; records them on computer verifying jurisdiction, correctness of codes, bail amounts and related information.

Provides guidance to court clerks and staff to maintain compliance with CORIS data entry standards thereby insuring integrity and reliability of court records. Continually evaluates the CORIS data program and requests software revisions to improve and streamline the system to meet the needs of the court. Works closely with the AOC information systems department to maximize full utilization of the CORIS program.

Reviews handling of fines, fees and forfeitures to ensure correct reporting and disbursement; directly supervises related accounting and financial activities. Ensures compliance with the Code of Judicial Administration, laws, rules, regulations and policies relating to court financial operations. Processes accounts receivable in compliance with applicable policies, procedures, and practices. Monitors compliance with both fiscal and data entry policies. Implements measures to correct non-compliance with policies. Reconciles problems with accounts as they arise.

Assists as backup to court clerks and other court staff and carries out related duties as needed.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent plus four (4) years of full-time progressively responsible experience in a Justice Court; experience must be related to the position. An acceptable combination of related education and experience may be considered. Preference given for proficient use of CORIS.

2. Special Qualifications:

Must pass a criminal history background investigation.

Must be bondable as required by the position. Must be certified to access records through the Utah Criminal Justice Information System (UCJIS).

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license 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).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: CORIS software; related computer operations; court accounting practices, procedures and requirements; court practices, procedures and terminology; department and County policies, procedures, and practices.

Skill in: proficiency operating CORIS software; operating all applicable computer hardware and software; typing at 40 wpm (net) as required by the position.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: gather, organize, analyze, and present information; exercise sound judgment; oversee and guide the work of others; maintain strict confidentiality; make mathematical computations; operate applicable computer hardware and software programs; perform routine and detailed clerical duties; follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, other departments, allied organizations, and the general public.