



LEHI CITY POSITION OPENING

Court Clerk

CLOSING DATE: March 3, 2014

STARTING SALARY: \$13.86 - \$16.29 per hour

POSTIONS: 1

STATUS: Part Time (without benefits)

DEPARTMENT: Court

JOB SUMMARY: Performs a variety of **entry, complex clerical duties** designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the City Justice Court; performs various in-court duties and clerical tasks; 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 court docket for cases as may be required; receives telephone calls; answers questions regarding various civil processes; position averages 25-30 hours a week, Monday through Friday, schedule varies; no benefits offered.

QUALIFICATIONS: Graduation from high school and two (2) years of responsible experience in an office setting; some knowledge of legal and court terminology, processes and procedures; basic accounting and bookkeeping skills; ability to follow complex instructions; work under stressful working conditions; ability to manage angry individuals and unpleasant situations; communicate effectively, verbally and in writing; must keep confidential court information private; must be bondable; must be eligible to receive security clearance.

TO APPLY: Each applicant is required to turn in a City of Lehi application, and a separate resume, and copies of applicable certifications to Human Resources, by hard copy to 153 N 100 E, Lehi, Utah or electronically to apply@lehi-ut.gov .

NOTE: A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov .** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.