

Court Clerk Supervisor

DEPT: Justice Court
DIV:
DATE: July 2016

FLSA: Non-Exempt
EEOC: Para- Professional



POSITION SUMMARY

Performs a variety of **first-line supervisor, complex clerical and general administrative duties** as needed to ensure efficient and effective day-to-day operations of the city municipal court.

SUPERVISION RECEIVED

Works under the general supervision of the Justice Court Judge.

SUPERVISION EXERCISED

Provides close to general supervision to all clerical staff.

ESSENTIAL FUNCTIONS

Assists to oversee the day-to-day department operations; implements policies, processes, methods and procedures; determines priorities, delegates work assignments and projects; determines work schedules; conducts new employee training; monitors employee performance and behavior.

Assists in the development and preparation of the annual budget related to the court; collects details and analyzes pricing information related to office equipment, supplies, and personnel.

Manages all receiving and receipting of court related revenues; manages trust funds; establishes processes to assure integrity of fiscal operations; ensures proper accounting and balancing of all revenues; prepares periodic revenue reports; approves payments to jurors and witnesses; monitors the handling of garnishment deposits, fines, fees and forfeitures to assure proper reporting and disbursement; directs and oversees methods for accepting and receipting; supervises other related accounting and financial activities; maintains account of checks returned.

Serves as department liaison and cooperates with city personnel as needed to schedule and coordinate the delivery of judicial services and notify administration of court dates and related issues of mutual concern; manages case flow to ensure timely and effective processing; oversees the management of all court records and calendars.

Supervises the maintenance of court dockets and related computer records; oversees the issuance of judicial orders; supervises the posting of information generated during court sessions to case files; supervises the maintenance of security of court records; authorizes access to court records.

Monitors state code changes and updates city documents and records as needed to assure compliance with policies, procedures and practices of the municipal justice system; may act as Bail Commissioner, applies or assigns bail in compliance with the Uniform Bail Schedule; prepares bail schedules based upon new and revised codes; distributes such information to city law enforcement officers; assists to develop and maintain guidelines for the adjudication of certain traffic offences and misdemeanors; supervises the adjudication of cases involving certain classes of traffic infractions and misdemeanors.

Oversees and participates in the review of citation abstracts and processing small claims paperwork; oversees the monitoring of payment records of defendants as needed to assure conformity to judgments and payment schedules; directs the timely preparation of pleadings for failure to appear.

Prepares and submits periodic reports to the Office of the State Court Administrator as needed to document case activity and complete caseload analysis.

Initiates according to standard practice the utilization of legal processes such as late letters, late notices, summons, bench warrants, warrants of arrest, orders to show cause, and informations; prepares non-compliance affidavits and warrants.

Coordinates the development and implementation of court-related computer systems as related to the Justice Court.

Serves as Terminal Access Coordinator (BCI/TAC); inputs and retrieves warrants and related 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 Department, and Lehi City to facilitate case load analysis.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or equivalent; plus one (1) year of 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. Five (5) 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 local ordinances, laws, and legal objectives; practices and procedures associated with administration of the office of municipal justice court judge; budgeting and general fiscal management methods; general accounting practices and standards; 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. **Some knowledge of** supervisory and management principles and practices;

Skill in the art of diplomacy and cooperative problem solving. **Skill** in the operation of personal computer and various program applications.

Ability to effectively manage personnel and operations in a complex legal environment; work under stressful working conditions created by strict time frames, constant workflow and public interaction; learn legal and court document formats; learn criminal and civil law as it applies to court processes; communicate effectively, verbally and in writing; develop effective working relationships with co-workers, appointed officials, professionals, and the public.

3. Special Qualifications:

May be required to successfully complete annual court training provided through the office of the State Courts for Deputy Court Clerk. Must be bondable. Must be eligible to serve as a notary. Must be eligible to receive security clearance for access to State computer (BCI, DLD, NCIC, MVRG, INLETS).

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 exist. 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)