



LEHI CITY POSITION OPENING Court Clerk

NUMBER OF OPENINGS: 1

CLOSING DATE: January 11, 2016, 5:00 PM

STARTING PAY RANGE: \$13.86-14.25 per hour (Grade 9), depending on qualifications

STATUS: Part-time without benefits

DEPARTMENT: Justice Court

WORK SCHEDULE: Monday-Friday, up to 25 hours a week, specific hours TBD

JOB SUMMARY: Performs a variety of entry-level, complex clerical duties designed to expedite the functions, actions, judgments, processes, and procedures associated with the Lehi 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

MINIMUM REQUIREMENTS: 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 Lehi City application and a resume to Human Resources by apply@lehi-ut.gov or 153 N 100 E, Lehi, Utah. **Only applications from candidates that meet the above requirements and qualifications will be considered.** A complete list of essential functions and minimum requirements of the position may be obtained from the Lehi City Human Resources Office. Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 385-201-2265. **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.