SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Senior Court Clerk

Revision Date: 5/00
EEO Code: Admin. Support
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Performs a variety of routine to complex clerical and administrative duties as needed to maintain comprehensive records, reports, accounts, or files related to activities of the Sandy City Justice Court. This position is under the direct supervision of the Justice Court Administrator.

III. Essential Duties:

- Understands and performs all functions of a Justice Court Clerk.
- Coordinates review of criminal files to determine eligibility for closure; coordinates completion of appropriate Utah Offense Tracking Report Forms to the Utah Bureau of Criminal Identification to maintain and update Utah Criminal history records.
- Evaluates the accuracy of files prepared for in-court activities. Provides feedback to the court administrator and other clerks regarding quality of the work product.
- Prepares accurate minute entries of matters before the Court and Court Referee.
- Prepares necessary forms for Judge's signature during hearings including but not limited to commitments, releases, referrals, etc.
- Arranges attendance of interpreters for non-English speaking defendants.
- Coordinates jury panel with District court and telephones prospective jurors to appear for jury duty. Prepares venire for jury trials.
- Arranges transportation for in-custody defendants.
- Coordinates with the jail for arraignments via video link.
- Opens and closes court as necessary, including coordination of court security.
- During trial, administers oath to witnesses; receives, marks and stores exhibits and evidence.
- Furnishes judge history of all driver license status offenses appearing before the Court.
- Recalls warrants on disposition from courtroom
- Files notice of appeal and processes file for trial de novo in Circuit Court.
- Prepares operating procedures for approval by the Justice Court Administrator.
- Prepares training materials; schedules ongoing training for Court clerks and keeps individual records of training provided to each clerk regarding new legislation, court policy and procedure, and other matters identified when consulting with the court administrator and judges.

IV. Marginal Duties:

- Constant contact with public regarding citations they've received.
- Other duties as assigned.

V. Qualifications:

**Education**: High school diploma or equivalent required; some secretarial/clerical, accounting or bookkeeping training.

**Experience**: Four years of general court or legal experience. Two of the years must have been as a justice or district court clerk.

**Knowledge of**: Office management systems; filing procedures; bookkeeping and accounting procedures; court policies and procedures; thorough understanding of legal terminology and court documents.

**Responsibility for**: Proper documentation of citation, arraignments, and court proceedings.

**Communication Skills**: Must have exceptional interpersonal skills working with fellow co-workers in stressful conditions; glean relevant information and inform the public regarding Sandy City Justice Court procedures; contacts with citizens, requiring patience and tact; contacts with other departments, furnishing and obtaining information; contacts with other enforcement agencies; requires tact and judgement to deal with and influence people; constant contact with the public regarding citations they have received; verbal proficiency in Spanish ideal, but not required.

**Tool, Machine, Equipment Operation**: Ability to type 40 wpm; occasional use of a ten-key; constant use of personal computer using word processing and spreadsheet software, and regular use of a printer.

**Analytical Ability**: Ability to follow directions; prioritize tasks; work well under pressure and impending deadlines; work independently with a minimum of supervision.

VII. Working Conditions:

Great mental effort is required daily; frequent pressure and fatigue are present in this position due to above average exposure to deadlines; constant attendance is required; work assignments are broad and performed with minimal supervision or checking; work is referred to supervisor only when policy questions arise; great responsibility is required for the care, condition, and use of materials, equipment, and money; must be able to maintain confidentiality of records.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.