



**CITY OF HOLLADAY  
JOB DESCRIPTION**

Job Title: <b>Junior Deputy Court Clerk</b>		Reports To: <b>Court Clerk Supervisor</b>	
Department: <b>Court</b>	FLSA: <b>Non-Exempt</b>	Pay Grade: <b>11</b>	Date: <b>July 2016</b>

**General Summary of Job:** Performs a variety of routine administrative and clerical duties pertaining to justice court proceedings.

**Essential Functions:**

- Prepares case filings, case disposition and other related reports and forwards or routes documents and reports to allied government agencies (BCI, DL);
- Maintains liaison and communications with agencies associated with the criminal justice system such as police department warrants divisions, bail bondsmen, prosecuting attorney offices, defense attorneys, public defenders, adult probation and county offices;
- Researches source documents for relevant data to produce legal papers and court documents;
- Types various reports, memoranda, forms, abstracts, appeals, and other court documents; transmits materials according to established procedures and deadlines;
- Performs various in-court duties under close supervision;
- Makes minute entries;
- Cash handling including receipting of cash and giving change, creating trust accounts and other cash handling duties as necessary;
- Opens and closes court as required;
- Administers oath to witnesses and jurors;
- Marks, handles, and is responsible for keeping and releasing of exhibits; arranges for interpreters and for video in custody hearings with jails throughout the state;
- Receives and docket notices of appeal;
- Balances, verifies and prepares daily deposits; types or prepares a variety of court records including bench warrants, commitment and release orders, orders to show cause, defaults, motions, judgments, court minutes, and all other orders of the court;
- Perform other duties as assigned or required.

**Special Qualifications:**

- Must possess and maintain a valid Utah State driver's license with periodic verifications by the City.
- Must pass random background checks to maintain UCJIS access.
- Must keep all OMS certificates current and in compliance if given access.
- Must comply with continuing education requirements.

**Minimum Qualifications:**

- High School diploma or equivalent with academic background in general office practices; two (2) or more years of general office experience providing exposure to routine administrative and clerical duties and responsibilities, or an equivalent combination of education and experience that has developed the required knowledge, skills, and abilities.
- Ability to type 45 wpm.
- Knowledge of basic trial process and court administrative procedures; knowledge of telephone etiquette. Extensive skill in word processing and computer programs such as CORIS, OMS, UCJIS and Versadex preferred but not necessary.
- Ability to create and maintain accurate records and follow record retention schedules; ability to communicate effectively both orally and in writing; ability to use independent judgment; ability to establish and maintain an effective working relationship with employees, attorneys, representatives of

allied agencies and the public; ability to follow written and oral instructions; ability to maintain professionalism in the courtroom at all times.

**Working Conditions:**

- While performing the duties of this job, the employee is frequently required to sit and communicate with others.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually quiet.
- Considerable exposure to stress as a result of human behavior, frequent deadlines, and the general demands of the positions.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

<b>Employee Signature:</b>	<b>Department Head Approval:</b>
<b>Supervisor Signature:</b>	<b>Human Resource Approval:</b> <i>Rori L. Andreason</i>
<b>Date:</b>	