



JOB ANNOUNCEMENT

POSITION TITLE: Court Clerk / Part-Time
HOURLY RATE: \$11.57
CLOSING DATE: July 8, 2009 at 5:30 pm

Interested candidates must complete and submit a Roy City Application and Resume to the Roy City Human Resources Office, 5051 South 1900 West, 84067. Application may be downloaded at www.royutah.org.

DRUG FREE WORK PLACE / EOE / ADA

GENERAL PURPOSE

Performs a variety of complex clerical duties and legal procedures in the justice court operations relating to the preparation and processing of court cases in a generalized capacity.

SUPERVISION RECEIVED

Works under the general supervision of the Court Clerk Supervisor.

ESSENTIAL FUNCTIONS

Prepares, assembles, and checks materials for each court session; organizes case files; prepares and sends out notices as set out by court procedures.

Files information, tickets, affidavits and other charging documents as received; prepares case files; opens mail sorts and processes it;

Performs a variety of in-court duties: takes minutes of court proceedings; operates recording devices; prepares accurate minute entries which include the rulings of the court; calls cases and reads complaints; administers oaths to witnesses and jurors; receives, marks, stores and releases exhibits and evidence.

Issues arrest and bench warrants; sets bail in compliance with the uniform bail schedule; types warrant information, orders to show cause, failures to appear and refers to Judge for signature; issues, sends to constable and recalls warrants when expired or served.

Establishes and maintains court dockets; calendars court dates and confirms court arrangements; notices interested and concerned individuals regarding court proceedings. Prepares calendar and reviews with judge prior to court.

Performs follow-up works subsequent to court sessions; issues judicial orders; posts information generated during court sessions to case files; prepares and routes certified copies.

Receives and receipts money; balances cash drawer; posts transactions to appropriate accounts; disburses monies according to established procedures.

Responds to questions from the public regarding court procedures, answers telephone calls and greets visitors; may type judge's correspondence.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from high school with course work in typing and filing;
And
- B. Three (3) years progressively responsible experience related to the above duties;
Or
- C. Any combination of higher education and clerical/customer service experience in office environment totaling three (3) years.
- D. Must successfully complete the annual court training provided through the Office of the Court Administrator.

2. Knowledge, Skills, and Abilities

Knowledge of general office procedures, proper grammar, spelling, and punctuation, basic bookkeeping techniques, basic arithmetic and ability to make change is required.

Required skills include keyboarding at 40-50 wpm, a working knowledge of word processing, proofreading and filing.

Ability to communicate effectively both verbally and in writing; establishes and maintains effective working relationships with the employees, representatives of allied agencies, and the general public. Maintains a positive work atmosphere by behaving and communicating in a professional manner.