



CLASS SPECIFICATION

Class Title: Judicial Assistant IV
Department: Justice Court
FLSA: Non-exempt

Class Code: 1114
Grade: 17
Eff. Date: 01/23/23

GENERAL PURPOSE

Under the general supervision of the Courts Administrative Assistant, performs a variety of working and full performance level complex clerical duties, as required according to level, to expedite the creation and maintenance of comprehensive records, reports, accounts or files related to the functions and operations of the Davis County Justice Court. Must contribute to an environment where teamwork is cultivated to an extent that court productivity is maximized and collective job satisfaction is expanded.

EXAMPLE OF DUTIES

Acts in the absence of the court administrator; responds to and resolves defendants' concerns, including accounting disputes, payment options and issues pertaining to court orders.

May provide functional supervision of judicial assistants and court clerks during times of absence of the court administrator and as assigned to monitor the day-to-day operations of the court, create work, phone and lunch break schedules. Ensures appropriate coverage of workstations and oversight of clerk duties.

Performs lead duties including a variety of advanced, complex, clerical oversight activities while providing administrative support necessary to facilitate the effective operations of the Justice Court.

Provides outstanding customer service in person and over the phone; answers inquiries and addresses problems using judgement and knowledge of court policies, procedures, and laws; fills out forms, registers defendants, witnesses, and attorneys for court appearances, and collects monies prepares and issues receipts; maintains court dockets; responds to telephone and public inquiry and interacts with the public daily.

Assists with coordination of justice court processes and daily operations.

Assists with a variety of administrative tasks and duties including: development, review and coordination of processes associated with daily operations; process updates and changes; development and implementation of long – and short-range initiatives, strategies and performance measures; and, comprehensive judicial assistant training, including proper conduct of court sessions and responsibilities.

Assists with development, interpretation and enforcement of court policies and procedures; processes and responds to more complex and difficult cases and inquires, as needed.

Reviews reports of cases and accounts; initiates actions relative to specific cases and in court proceedings. Utilizes technology and research capabilities to problem solve with judicial assistants.

Maintains court files; works with various computer database programs and applications; Proofreads and processes incoming correspondence, citations, information, summons, and other legal documents; records them on computer verifying jurisdiction, correctness of codes, bail amounts and related information. Obtains Drivers' License and Motor Vehicle Records, and Statewide Warrant information.

Schedules court appearances for involved parties. Coordinates with the Prosecuting Attorneys, County Sheriff departments, and state and local law enforcement agencies; maintaining court dockets and the judicial calendar.

Performs various in-court duties, attends proceedings and takes minutes and maintains court record by recording pleas, sentences, and other information; swears in jury members, receives and documents evidence; prepares reminder notices for each defendant, sentence forms, jail commitments and releases, and referrals to probation agencies; enters disposition on defendant's file and on computer; prepares official notices for all parties for court appearances and gathers background information for sentencing.

Receives and docketed notice of appeal; under close supervision of the judge types and prepares supplemental motions, orders to show cause, garnishments and executions; oversees inmate video (WEBEX) hearings; coordinates with correctional facilities to schedule court appearances for inmate video hearings. Oversees and coordinates remote hearings over video (WEBEX) when needed.

Coordinates and tracks orders, i.e., community service, court ordered treatment, evaluations, commitment orders, etc., as ordered by the judge; issues orders to show cause, affidavits and warrants.

Sends late notices on fines not received; prepares warrants for failure to comply or appear; enters information on computer and sends the appropriate notices to Sheriff's Office and Driver's License Division. Insures that warrants are appropriately recalled when defendant has appeared or is incarcerated. Processes suspensions/clearances of defendant's driver license on computer.

Monitors bail trust accounts and prepares requests to refund bail per judicial orders; coordinates refunds through county clerk's office; makes correcting adjustments to docket entries; prepares monthly report illustrating distribution of funds to other public entities, i.e., state, cities, etc.

Performs scanning of files for electronic storage.

Receives subpoenas; processes payments to witnesses and jurors. Handles appeals, prepares documents to be transferred to higher court; informs defendants and attorneys of status. Processes expungements.

Accurately posts payments received by mail and at window to specific accounts and state surcharges.

Acts as back-up to other clerks by filling-in as needed.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from a college or university with an Associate's degree, plus four (4) years of full time court clerk experience. A Bachelor's Degree may be substituted for one (1) year of experience.

Experience must include demonstrated proficiency in:

- Citation Input with complete understanding of citations and bail schedule

- Daily deposits, cash receipting, bail forfeiture, unknown funds, and case summary and allocation reports.
- Front Window: mail, credit cards, web payments, bail checks, finders checks, Efiling reports, late letters, JV letters, payment due letters.
- In-Court clerk duties: Criminal/ Inmate hearings and Small Claims
- Motions and Filings
- OTSC/Affidavits and Orders
- Warrants: FTA/FTC
- Workspace
- Information and Summons procedures
- Jury management
- Refunds/transfers/money issues
- Small Claims: complete understanding of procedures
- Records/retention/scanning
- Expungements
- Bonds
- Bail Trust
- Appeals
- Administrative Duties

Preference for education or work experience with: Judicial system, legal field, CORISWEB, WEBEX, SPILLMAN

2. **Special Qualifications:**

Must pass a criminal history background check.

Must become certified as a court clerk through the Administrative Office of the Courts (AOC) within six (6) months of hire date and complete 20 hours of continuing education each year thereafter.

Must be certified to access records through Utah Criminal Justice Information System (UCJIS) and must maintain certification.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. **Necessary Knowledge, Skills and Abilities:**

Knowledge of: complex and technical filing system related to the court; filing procedures related to a variety of legal documents; civil and criminal processes; terminology; trial procedures and court system processes; general office management procedures; modern clerical techniques and procedures; general office management procedures; modern clerical techniques and procedures; generally accepted accounting and bookkeeping practices; various computer applications, department policies and procedures.

Skill in: operating a variety of office equipment, entering data with a high degree of accuracy, and performing routine and detailed clerical duties.

Ability to: maintain strict confidentiality; interpret and follow written and oral instructions; make mathematical computations; perform complex clerical work requiring the use of independent judgment; keep accurate records; communicate effectively (orally and in writing); follow written and oral instructions; work in an environment requiring considerable accuracy, organization, and timely preparation and completion of materials; accurately record the text of a trial and work under stress; establish and maintain effective working relationships with supervisors, other employees, other departments, other agencies and the general public.

WORKING CONDITIONS

Work performed in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, generally involving muscular strain, such as walking, stooping, sitting, reaching, lifting, etc. Standing for prolonged periods of time may be required. Talking, hearing, and seeing are essential to the performance of the job. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Daily workplace stress associated with working with hostile or disgruntled clients.

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 modifications to reasonably accommodate individuals with disabilities.***