

**HYRUM CITY
POSITION DESCRIPTION
(NON-EXEMPT)**

POSITION TITLE: Court Clerk

DATE OF REVIEW: 8/15/2021

APPROVED BY: _____

DEPARTMENT BRANCH: City Justice Court

REPORTING RELATIONSHIPS:

POSITION REPORTS TO:

Justice Court Judge

POSITION DIRECTLY SUPERVISED:

None

POSITION PURPOSE:

The clerk is an officer of the court who files pleading, motions, judgments, etc., issues process, and keeps records of court proceedings. Functions and duties of court clerks are specified by statute or court rules.

NATURE AND SCOPE:

This position requires knowledge of the law as well as the ability to interpret and explain statutes and ordinances. This position also requires the ability to communicate and listen to others in a nonjudgmental manner, as well as organizational and the ability to be detail oriented.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

- 1. Essential functions of dealing with citations: criminal, traffic and city ordinances.**
 - a. Citations are e-filed in an accurate and timely manner.
 - b. Dispositions are entered correctly and processed through the system in accordance with state law: bail forfeiture, no contest pleas, guilty pleas and not guilty pleas.
 - c. Defendants are informed of their constitutional rights.
 - d. Warning letters are processed through as state law allows.
 - e. Failure to appear warrants are processed as necessary and done in accordance with state laws.
 - f. Formal information is issued as necessary and followed through by a summons or bench warrant as needed.
 - g. Sentence/judgment forms are entered accurately and in a timely manner.
 - h. Writing of annual budget, goals, and accomplishments.

2. Trials/pretrial.

- a. Scheduling in a timely manner.
- b. Proper notification of officers/attorneys.
- c. Timely notification through subpoenas and trial notices of date and times of court action.

3. Payments.

- a. Taking payments/arranging payment plans as necessary and assuring that accounts are accurate and current.
- b. Sending out fine due and order to show cause letters as needed.

4. Customer Service.

- a. Answering the Phone.
 - 1. Responding to questions
 - 2. Notification of necessary individual to cases (attorney & law enforcement)
- b. Scheduling of appointments for Judge/attorney.

5. Monthly Reports.

- a. Make sure monthly reporting is done accurately and reported to the state as outlined by state statute.
- b. Fines and surcharges are accurately separated, and checks are distributed as necessary to both the city and state treasurer as outlined by statute.

6. Small Claims.

- a. Explanation of small claims to plaintiff/defendant regarding laws and jurisdiction.
- b. Scheduling as outlined by state civil laws.
- c. Processing after judgment.
- d. Follow through as outlined by statute with plaintiff/defendant.

7. Accounting.

- a. Accounts receivables are current and accurate.
- b. Deposits are made through the City as outlined by state statute.

8. Education.

- a. Education includes attending Administrative Office of Courts conference each year and Bureau of criminal ID each year and various training throughout the year regarding changes of state laws and revisions.
- b. TAC responsibilities as outlined by BCI in order to access state criminal histories, driver license, motor vehicle and statewide warrants, including required testing.

PERFORMANCE MEASUREMENTS:

- 1. Customers/defendants are courteously and promptly received, and needs are taken of in a professional and polite manner.
- 2. Defendant files are accurately recorded (computer and written documents).
- 3. Procedures are adhered to as outlined by state statute and in accordance with city policy.
- 4. Communication between the court and city are within state code of conduct rules.

QUALIFICATIONS:

Training/Education/Certification:

- High School Graduate or equivalent.
- Must be able to receive security clearance through a background check

Required Knowledge:

- Basic knowledge of the legal system – ability to interpret state and local statutes
- Knowledge of city policies and procedures regarding record keeping and ordinances.
- Understanding of computer applications.

Experience:

- Two years of related experience.

Skills/Abilities:

- Excellent interpersonal and public relation skills.
- Well organized.
- Proficient typing skills.

Physical Demand and Work Environment:

- Work for sustained periods of time maintaining attention to detail.
- Sit at a desk to operate a computer and other equipment and also to help
- Must be able to regularly walk, stand or stoop.
- Must be able to lift, carry, push, pull or move boxes weighing up to 30 pounds.
- Must be able to lift, carry, push, pull or move carts of items weighing up to 100 pounds.

Signed: _____

Date: _____