

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Justice Court Lead Clerk	Job Code: 4156
Date: October 10, 2017	EEO Code: AS
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is highly skilled, lead clerical work in support of the daily operations of the City Justice Court.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to the Justice Court Administrator and perform all duties under general direction. This work is distinguished from Justice Court Clerk by its higher level of expertise, lead clerk responsibilities, and direct assignment to a Justice Court Judge.

ESSENTIAL DUTIES: Prepare, process, and maintain a variety of court records including bench warrants, commitment and release orders, appeals, expungement records, complaints, affidavits, defaults, motions, summons, subpoenas, judgements, court minutes, and other orders of the courts; maintain court dockets, calendars, and schedules; operate computerized system to accurately input and retrieve court data and records; open and close court; administer oath to witnesses and jurors; receive, mark, and store exhibits and evidence; arrange for interpreters; arrange for video in custody hearings with jails throughout Utah; maintain jury lists, questionnaires, and summons; prepare jury instructions and process jury list for payments; assist with all other aspects of juries; answer questions from the public, defendants, law enforcement agencies, attorneys, and other interested parties that require judgement and knowledge of court policies, procedures, and laws; collect, handle, and account for money collected by the court for fines, fees, forfeitures, and other charges; provide input on how to improve court processes

Function as lead support for lower-level clerks on issues and processes requiring advanced levels of expertise; act as team leader on a variety of projects; may review reports, records, and work products of other clerks; may assist the Justice Court Administrator in identifying, evaluating, and resolving personnel concerns; may provide input on the hiring of new personnel; assist with the training of new employees; manage the judge's schedule and maintain sole responsibility for a variety of the judge's correspondence, reports, and records; perform other related duties as required.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma and three (3) years of professional court clerk experience **OR** an equivalent combination of education/experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. Demonstrated ability to type 40 WPM preferred.

License(s)/Certificate(s): May require a valid, lawful Driver's License.


SELECTION FACTORS: *Knowledge of:* legal terminology and modern legal practices; court practices, procedures, organization, and jurisdictional requirements of the Court system; applicable formats and protocol for a variety of court and legal documents; related laws, codes, rules, and regulations governing functions of the position; policies and procedures established

for the work system; the operations, functions, and terminology common to the work; basic cash handling procedures; basic English composition, spelling, and grammar. **Skill in:** maintaining complex filing systems; preparing concise, accurate and informative reports; demonstrating a high level of commitment to the principles of positive customer service; organizing assigned work and developing effective work methods; practicing trust-building behaviors. **Ability to:** quickly and accurately perform work; take minutes efficiently and accurately; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public.

TOOLS AND EQUIPMENT USED: Computer terminal, typewriter, word processing and spreadsheet software, online search engines and databases, fax machine, copy machine, telephone, and other office equipment as needed.

PHYSICAL DEMANDS: Requires regularly sitting at a desk or table, walking, standing, or stooping, occasionally lifting, carrying, pushing, pulling, or otherwise moving objects weighing up to 20 lbs., using tools or equipment requiring a high degree of dexterity, working for sustained periods of time maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work inside with little or no occupational hazards present. Exposure to high-stress situations, including contact with the public in highly confrontational, emotionally charged, or uncomfortable circumstances.



 Department Director

10/10/17

 Date



 Mayor/Chief Administrative Officer

10/10/17

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier version.