



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6062 Fax (801) 412-3276

January 9, 2020

## PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

### JUSTICE COURT CLERK

#### POSITION SUMMARY

The Justice Court Clerk reports to the Justice Court Division Manager and SSL Justice Court Judge; performs clerical duties pertaining to all Justice Court proceedings, provides phone, email and in person customer service in a timely manner, and represents SSL Justice Court in a professional manner at all times.

#### ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Processes citations and information issued by public safety jurisdictions
  - 1.1 Inputs citations and information into computer file
  - 1.2 Accepts forfeitures of bail by mail and public appearance
  - 1.3 Schedules court dates when necessary
  - 1.4 Issues delinquent, failure to appear and warrant of arrest notices
2. Provides clerical support duties
  - 2.1 Provides information to the public in person and over the telephone
  - 2.2 Prepares, assembles and establishes case files
  - 2.3 Prepares and maintains various court records, files and indexes
  - 2.4 Enters and retrieves data in computer file
  - 2.5 Prepares and reconciles daily payments
  - 2.6 Issues and recalls warrants in accordance with established procedures
  - 2.7 Checks in and directs court patrons to the appropriate courtrooms
  - 2.8 Assumes a cashiering role as assigned
  - 2.9 Assumes in-court clerk duties as assigned
  - 2.10 Ensures that prisoners are committed or released as per court order
  - 2.11 Monitors defendant compliance with sentence and judgment
  - 2.12 Runs tracking reports and makes updates based on assignments
  - 2.13 Assists with daily balancing of cash drawers and fixes errors as needed
  - 2.14 Performs all subsequent in-court follow up duties
3. Processes small claims information
  - 3.1 Assists public in filing small claims affidavits
  - 3.2 Assists public in filing motions, subpoenas and other paperwork associated with the filing and collection of a small claims judgment
4. Performs assigned special projects
  - 4.1 Issues Order to Show Cause notices
  - 4.2 Maintains jury lists, questionnaires and summons, and ensures list is returned to the Administrative Office of the Court in accordance with department and state policies
  - 4.3 Processes appeals and expungements
  - 4.4 Maintains and runs daily booking report
  - 4.5 Coordinates video arraignments with various jails and prison
  - 4.6 Coordinates interpreters for court sessions
  - 4.7 Updates Community Service hours
  - 4.8 Ensures management of bail bonds
  - 4.9 Assists other clerks with assigned duties when time allows
  - 4.10 Reviews and participates in update of court policies and procedures

4.11 All other duties as assigned.

5. If ability is possessed, assist in language communication/translation process as needed

---

## MINIMUM QUALIFICATIONS

### EDUCATION, EXPERIENCE AND CERTIFICATIONS

Graduation from high school or GED equivalent and two years of related experience, or any equivalent combination of related education and experience.

### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent telephone and in-person customer service skills.
2. Excellent attention to detail and follow through in a busy environment.
3. Knowledge of basic trial process and court administrative procedures.
4. Extensive skill in word processing, office machine usage and the operation of micro-computers. Previous experience with CORIS, OMS, UCJIS, Workspace and Spillman preferred.
5. 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.
6. General clerical skills to be measured through valid testing methods or through verifiable work experience.

---

## PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. 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.

---

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**GRADE: 15**

**HOURLY RATE: \$15.40 - \$23.29 /hour (typically hire at minimum)**

**CLOSING DATE: Open until filled**

## MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at [www.southsaltlakecity.com](http://www.southsaltlakecity.com) and fax to 801-412-3276  
or apply in person:

CITY OF SOUTH SALT LAKE  
220 EAST MORRIS AVENUE (2430 South)  
2nd FLOOR

SELECTED APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND  
CHECK - EQUAL OPPORTUNITY EMPLOYER - THIS ORGANIZATION USES E-VERIFY