



CITY OF SOUTH SALT LAKE

POSITION DESCRIPTION

Position Description: Judicial Assistant I
Department: Justice Court
Position Grade: 17
Supervisor: Court Administrator and Judicial Assistant Supervisor
FLSA Status: Non-exempt
Revision date: August 2022

POSITION SUMMARY

The Judicial Assistant I uses knowledge of various software programs, local and state laws, customer service skills, verbal and written communication skills, and de-escalation skills as well as sound judgment and ethics to perform daily tasks and responsibilities. The Judicial Assistant I works daily with sensitive (CJIS) information and must complete ongoing training and follow all laws and procedures for accessing and working with this data. This is an entry level position.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Completes all required training to access CJIS data, works in CORIS, Workspace, Xchange, Vinelink, OMS, and ODR in addition to using Google tools, Word, Excel, WebEx, and other programs as needed.
2. Is familiar with and accesses various resources to gather information and support defendants, plaintiffs, and attorneys (utcourts.gov, Self Help Center, MyCase, Utah Safety Council, etc.)
3. Performs all case management duties including file management; creates and files affidavits, progress tracking, probation tracking to maintain jurisdiction, e-filing, e-citations, calendaring, extensions, appeals, correspondence, docket notation, follow-ups, updates contact information, and all other tasks to maintain updated case files.
4. Provides friendly, competent customer service by phone, email, and in-person to all persons regardless of ability, temperament, language, etc. Clearly and thoroughly explains court procedures, sentencing requirements, and all other relevant information without providing legal advice. Makes docket notations as appropriate. Confirms contact information and interpreter needs.
5. Receives, files, and processes small claims affidavits and summons, and other small claims documents in CORIS or ODR systems.
6. Cashier for mail and in-person payments (credit/debit cards, checks, money orders, cash) using credit card device, CORIS, Xpress Bill Pay. Follows cash-out procedures and maintains accurate balance in the cash drawer.
7. Cashier for cash bail payments for monetary or non-monetary transactions as well as tax intercept checks following correct procedures.
8. Performs assigned tracking for Pleas in Abeyance, debt collection, fines, time pay, traffic school, and other case specifics.

9. Stays up-to-date on policies, procedures, and law changes and applies knowledge to daily transactions/duties.
 10. Issues delinquent notices and warrants.
 11. Provides IT support for WebEx hearings to defendants, plaintiffs, victims, and attorneys.
 12. Receives and enters expungement petitions and appeals following procedures.
 13. Processes mail according to procedures: Investigates and notes returned mail. Completes trust mail log and daily mail log as needed.
 14. Schedules hearings on appropriate days and times; adds notifications, sends notices, notes interpreter needs, etc.
 15. Completes all cashier/customer service window and backup duties as noted on the daily checklist.
 16. Provides support to team members as needed; covers work duties as assigned for absent team members.
 17. Maintains an organized, clean workspace for easy, quick access to information.
 18. Stays up to date on all court clerk certification training through LMS and SSL training requirements.
 19. All other duties as assigned.
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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.
- Ability to speak a second language preferred.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of basic trial process and court administrative procedures; knowledge of telephone etiquette.
 2. Extensive skill in word processing, office machine usage, and the operation of microcomputers. Previous experience with CORIS, OMS, UCJIS, Workspace preferred.
 3. Ability to create and maintain accurate records and follow record retention schedules and to organize data and materials.
 4. Ability to communicate effectively both orally and in writing as well as follow written and oral instructions.
 5. Ability to use independent judgment.
 6. Ability to establish and maintain an effective working relationship with employees, attorneys, representatives of allied agencies, and the public.
 7. Ability to maintain professionalism at all times.
 8. General clerical skills are to be measured through valid testing methods or through verifiable work experience.
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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 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 quiet, other than voices talking on the phone and to individuals at the customer service window.

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.

SIGNATURES

This job description has been approved by all levels of management:

Mayor: _____ Date: _____

Human Resources: _____ Date: _____

Department Director: _____ Date: _____

Supervisor: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date: _____