

# Court Clerk

## Salary

Full-time Position

\$13.00 to \$16.00 per hour (depending on experience)

## Benefits

Full City Benefits Package

The City of Hurricane covers 100% of the premiums for the High Deductible health plan for full-time employees and their qualified dependents. New hires also receive 40 hours of vacation time after their six month probationary period ends and an additional 40 hours of vacation at their one year mark. To find out more about our benefits package, please contact the City of Hurricane Human Resources Department.

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## Job Description

### Position Summary

Incumbents in this position perform a variety of routine and complex clerical duties to maintain orders, records, reports, accounts or files related to the Justice Court.

### Supervision Received

Works under the general supervision of the Court Administrator and the Justice Court Judge.

**Essential Functions** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Receive, post, process and verify payments, credits and other financial transactions via mail and drop box.
- Answers telephones, greets the public at the window and assists with questions and concerns related to judicial processes and procedures.
- Schedules hearings, sends appropriate notices and maintains court calendar.
- Compose reports to track delinquent payments and probation conditions and prepares associated paperwork/affidavits for review.
- Maintain complex filing system as well as process computerized applications for electronic filling of documents.
- Perform basic accounting and booking functions.
- Maintain communication with multiple agencies associated with the criminal justice system including law enforcement, prosecutors, defense attorneys, bail bondsmen, county jail, the Administrative Offices of the Courts as well as treatment and probation agencies.
- Must successfully complete annual minimum court training hours as provided through the office of the State Courts.
- Performs other related duties as assigned.

### **Typical Physical/Mental Demands/Working Conditions**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, sitting or standing for extended periods while assisting customers and while operating assigned office equipment. Walking, standing, stooping, sitting, reaching and light lifting. Talking, hearing and seeing essential in the performance of daily tasks. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Considerable exposure to stress as a result of human behavior, including dealing with unpleasant, angry or discourteous individuals as part of the job requirements.

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### **Minimum Qualifications**

#### **Qualifications Education and Experience:**

1. High school diploma or equivalent AND
2. Two (2) years clerical support experience; OR
3. An equivalent combination of related education and experience.
4. Applicants will be required to have successful completion of a criminal background investigation and pre-employment drug screening.

#### **Knowledge, Skills, and Abilities**

- Excellent communication skills including active listening.
  - Perform clerical functions and follow complex instructions.
  - Work under stressful conditions created by demanding deadlines.
  - Ability to learn criminal and civil law as it applies to court processes.
  - Manage angry individuals and unpleasant situations.
  - Correct English usage, spelling, punctuation and grammar.
  - Proficient computer skills with the ability to learn new software.
  - Use a personal computer, calculator, cash drawer, postage meter, copy machine, FAX and telephone.
  - Ability to develop effective working relationships with co-workers, appointed officials, professionals and the public.
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### **To Apply**

Submit a completed City of Hurricane Employment Application. Applications can be mailed to 147 N 870 West, Hurricane, Utah 84737 or emailed to [hr@cityofhurricane.com](mailto:hr@cityofhurricane.com). Refer questions to Human Resources at 435-635-2811 ext. 105. Successful completion of a criminal background investigation and pre-employment drug screening is required. The City of Hurricane is an Equal Opportunity Employer.