



TITLE:	<u>Court Assistant</u>	CODE:	<u>XXX</u>
DIVISION:	<u>Justice Court</u>	EFF. DATE:	<u>April 21, 2022</u>
DEPARTMENT:	<u>Tooele Justice Court</u>	PAY GRADE:	<u>E</u>
EEO CLASS:	<u>Administrative Support</u>	FLSA:	<u>Non-Exempt</u>
WORKERS COMP:	<u>Clerical</u>	CDL:	<u>Not Required</u>

GENERAL PURPOSE

Performs complex level clerical functions for the Tooele/Wendover Justice Court.

SUPERVISION RECEIVED

Works under the direct supervision of the Office Manager and/or Justice Court Judge.

SUPERVISION EXERCISED

None

EXAMPLE OF DUTIES

Serves as office receptionist, provides telephone service, greets the public and demonstrates high-quality customer relation skills.

Receives, logs and files incoming citations and complaints, maintains filing system; opens and distributes all incoming correspondence, maintains a system determining defendants appear timely and to ascertain delinquencies in money payments based on statutes and court procedures; prepares proper pleadings warranted.

Maintains calendar of court events; maintains records of all court proceedings. Prepares, types and files all correspondence requested by the Office Manager. This includes being directly present and involved in court and with all court proceedings.

Maintains a running inventory and orders supplies.

Maintains all fiscal records needed by the court and as required by State Law or County procedure.

Supports and assists with customer service in an office environment and ability to accept and offer constructive criticism.

Ability to meet customer needs and make educated decisions under a great deal of pressure.

Effectively communicates with the management and other departments.

Ability to work in an environment that is fast paced and constantly changing.

Ability to maintain a high degree of confidentiality and conduct themselves in a professional manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Must be a high school graduate or GED equivalent with course work in office practices and procedures, with emphasis on computer knowledge, and bookkeeping.

AND

Two (2) years of general work experience plus completion of the required probation period (6-12 months).

OR

An equivalent combination of education and work experience.

Required Knowledge, Skills, and Abilities:

Must complete 16 hours of annual training provided by the Court Administrators Office.

Bilingual ability is preferred but not mandatory.

Have knowledge of personal computer programs such as Microsoft Office and databases.

Must have skill in operating calculators and the ability to handle money. Demonstrated ability to type a minimum of 40 wpm. Have knowledge of legal terminology and procedures, court procedures, and of modern practices and procedures.

Have an ability to maintain office records and files. Ability to work under pressure and not easily flustered. Ability to establish and maintain an effective working relationship with employees, other agencies, and the public. Ability to follow written and verbal instructions. Ability to communicate effectively, verbally, and in writing. Ability to handle the stress and pressures of being present in a court proceeding and with all interactions accordingly.

May spend long periods of time sitting, standing, bending, and lifting a minimum of 20 lbs.

OTHER QUALIFICATIONS:

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- Thoroughness, planning and organization, neatness, and accuracy.
- Learning and knowing all phases of the job; recognizing and solving routine problems.
- Knowing the office policies, systems, and services.
- Compared to other employees, maintaining a competent volume of work in addition to regular tasks, and a competent speed of work.
- Being able to perform new duties, adjust to new situations, and control of self under pressure.
- Being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.

- Making decisions; studying and considering all facts; using common sense.
- Cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means.
- Being friendly, helpful, and showing self-control.
- Being punctual in attendance; and
- Being professional in dress and manner; showing good housekeeping of the general work area.

Approved:

Dated this _____ day of _____, 2022.

Department Director

HR Director

County Manager

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a current description of the expected duties and responsibilities of my job with Tooele County Justice Court Department.

Employee's Signature

Date