

LINDON CITY JOB OPENING

TITLE: Part-time Court Clerk
HOURS: 20+ Hours Afternoons
STARTING WAGE: \$11.49/hour
CLOSING DATE: October 28, 2011 5:00 pm
DEPARTMENT: Court
FLSA CODE: Nonexempt

NATURE OF THE WORK

Assists the Municipal Judge as a staff support person and prepares the Court docket and calendar of cases to be called for the Judge's consideration and subsequent hearing, trial, or disposition.

EXAMPLES OF DUTIES

Maintains all Court dockets, proceedings, and records; enters citations from Police Department on a daily basis and enters them in the log book and computer; generates a follow-up list; prepares the Court calendar; attends Court while it is in session; records orders and sentences of the Judge for each defendant; schedules appointments; does follow-up actions including warning letters, orders to show cause, and warrants; updates warrant list and reviews payment agreement files with the Judge; compiles month-end reports; compiles failure to appear and failure to show cause reports for the Judge; does criminal and driver license history checks; contacts witnesses, attorneys, and litigants to obtain information for the Court; performs other related duties.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of:

Secretarial and office principles, methods, and techniques; 60 wpm typing
Report writing and business English;

Ability to:

Use computers and business mathematics. Must be able to demonstrate typing skills (60 wpm) processing skills, and letter composition.

EDUCATION AND EXPERIENCE

A standard senior high school diploma plus 3 years related experience or an equivalent combination of education and experience.

LICENSES AND CERTIFICATES

Requires a valid Utah State driver license.

WORKING ENVIRONMENT

Normal office surroundings;
Requires light physical effort;
Some hazards are present with hostile defendants.