



## **JOB DESCRIPTION**

Title: **TRAFFIC CLERK**

Department: Courts

Class Code: 6116

FLSA Status: Non-Exempt

Effective Date: August 1, 2006 (Rev. 12/2012)

### **GENERAL PURPOSE**

Under the general supervision of the Court Administrator and Justice Court Judge, performs the advanced support operations for the Court relating to the preparation and processing of court cases, and resolution of non-mandatory code violations as enumerated in the policy handbook. Consistent with the policies and procedures promulgated by the Justice Court and the State of Utah Uniform Bail Schedule, the Traffic Clerk may adjust and set, as authorized, sums due as civil penalties, fines, surcharges, and assessments owed.

### **JOB SUMMARY**

Under the direction of the Court Administrator works independently conducting hearings and adjudications. Traffic Clerk means an individual designated as a hearing officer who has authority to make decisions regarding civil or criminal citations that have been issued by an enforcement officer; before the matter is referred to a justice court judge. Hears bailable court cases to determine appropriate action to be taken. Ensures proper disposition of a variety of violations, state and municipal, such as traffic and animal control violations that occur within the City limits. Conducts informal hearings with traffic and other minor offenders on all contested non-mandatory court appearance required cases; and the proper documentation of citations, arraignments and court proceedings. Provides information, training, and works closely with citizens, court personnel, police agencies, attorneys, and associated city, county and state departments responsible for code enforcement.

### **EXAMPLE OF DUTIES**

- \*-- Represents the City's interests on violations handled by the Justice Court in a variety of court proceedings including hearings, filings and appeals. Independently conducts hearings to assess penalties or determine if violations or court-issued penalties should be reduced, modified, or dismissed, in consideration of aggravating or mitigating factors. Amends charges when needed. The Traffic Clerk shall have the authority to hear evidence relating to mitigating circumstances and to make such equitable adjustments as deemed appropriate.

- \*-- Conducts hearings in bailable traffic cases and other misdemeanor cases as authorized; makes decisions for determination of appropriate action. Reviews files for hearing prior to scheduled appointment.
- \*-- Greets the public, answers inquiries and addresses problems, fills out forms, answers telephone calls from the public, other law enforcement agencies, defendants, and attorneys; answers questions requiring judgement and knowledge of court policies, procedures and laws. Receives and processes telephone, internet and walk-in inquiries regarding criminal violations.
- \*-- Accesses complex computer systems to obtain confidential criminal records, driving records, jail records, etc.
- \*-- Establishes and maintains court dockets; calendars court dates and confirms court arrangements; notifies interested and concerned individuals concerning court proceedings.
- \*-- Files citations and informations and calendars court dates if the Traffic Clerk is unable to successfully resolve the case without the intervention of the judge, the defendant does have the right for a court appearance to be set as a pre-trial; notifies interested and concerned parties regarding court dates (non-custody defendants), fines, fees, etc., as per court policy.
- \*-- Maintains tickler files (tracking) to monitor when payments are due, end of probation, traffic school completion, etc.
- \*-- Certifies to the State Driver License Division and recommends suspension of driver license. Determines eligibility of traffic school and what is sent to the State Driver's License Division. Qualifies citizens for education program and to dismiss citations upon payment of fines, fees and surcharges with attendance at traffic school. Certifies to the state that violations did occur so that points may be assessed to the violator pursuant to Utah Code Annotated section 53-3-221.
- \*-- Enters into agreements for the timely or periodic payment of penalties (pay plans), surcharges and assessments and performs such other duties as deemed necessary or desirable by the Justice Court to carry out the purposes of the court in accordance with justice equity.
- \*-- Researches inquiries, corrects errors, resolves discrepancies and notifies violators of actions taken.
- \*-- Prepares, assembles and checks materials for each court session; establishes and routes case files; prepares and routes notices according to required procedures.

- \*-- Performs a variety of traffic hearing and/or misdemeanor case duties on a regular basis; arranges for interpreters and schedules future court dates if needed.
- \*-- Performs follow-up work subsequent to court sessions; issues judicial orders; posts information generated during court sessions to case files; prepares and routes certified copies.
- \*-- Issues and recalls bench warrants in accordance with established procedures; processes appeals. Assists in maintaining tracking reports.
- \*-- Prepares and maintains various court records, files, and indexes; enters and retrieves data through automated court information systems.
- \*-- Receives and receipts money; balances cash drawer; posts transactions to appropriate accounts; disburses monies according to established procedures and is able to perform all cash out functions during supervisor's absence.
- \*-- Assists Court Administrator in the training of new staff.
- \*-- Performs duties as the Traffic Clerk on a regular basis.
- \*-- Performs duties as a backup Small Claims Clerk or other speciality clerk including handling all matters associated with the filing and disposition of small claims or specialty cases filed with the court and assists in the training of staff on small claims or speciality court issues including in-court training.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- High School graduation plus two (2) years as an Assistant Court Clerk II in the Murray Justice Court

### **AND**

Two (2) years experience as a clerk in a Justice or District Court, or any equivalent combination of related education and experience.

### Special Requirements

- Must be bondable

### Necessary Knowledge, Skills and Abilities

- Knowledge of court and legal practices and procedures, including most functional specialties existing in the operation, legal terminology and concepts, and case flow management techniques.
- High level problem solving skills.
- Ability to understand and interpret codes, statues, and policies and procedures.
- Ability to apply knowledge of the law and listening skills to make fair and sound judgment often under adverse conditions; ability to maintain confidentiality at all times; requires a well-developed sense of strategy and timing.
- Ability to communicate effectively, verbally and in writing; establish and maintain effective working relationships with supervisors, employees, representatives of allied agencies, and the public; prioritize tasks; evaluate own work product; evaluate effectiveness of operational procedures.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and database software, PSI, JEMS and CORIS; phone; 10-key calculator, fax and copy machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the 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, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Great mental effort is required due to daily pressure resulting from adverse interactions with the public, frequent deadlines, and the demands of the job.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in an office setting. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This job description supercedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.