



## **JOB DESCRIPTION**

Title:	<b>SENIOR JUDICIAL ASSISTANT</b>
Department:	Courts
Class Code:	6115
FLSA Status:	Non-Exempt
Effective Date:	July 5, 2015 (Rev. 01/2024)

### **GENERAL PURPOSE**

Under general supervision of the Judge, assists with directing the clerical operations and supervising the support staff associated with the Murray City Justice Court.

### **ESSENTIAL DUTIES**

- Maintains a productive relationship with the judicial assistants and the public and collaborates in the development of court procedures with the judge.
- Oversees assigning work, supervising and instructing clerical staff, and evaluating staff performance on an annual basis.
- Performs all functions of a justice judicial assistant to include processing court cases and a variety of advanced clerical and courtroom functions.
- Provides direction in establishing and maintaining a written procedural and operational standards manual.
- Arranges prisoner transportation to and from the court and sets bail if ordered by the court.
- Provides coordination of automated information systems.
- Works with the Judge in preparing and administering the court budget.
- Reviews the handling of fines, fees, and forfeitures and prepares periodic revenue reports.
- Receives and receipts money; balances cash drawer; posts transaction to appropriate accounts; disburses monies and can perform all cash out functions.
- Maintains liaison and coordinates court operations with representatives of allied government agencies.
- Responds to questions and concerns from the public and/or staff and resolves difficult and sensitive inquiries and complaints.
- Ensures confidentiality is maintained and applied to all court documents, procedures and staff related issues.
- Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

### Education and Experience

- High school graduation and four (4) years of judicial assistant experience with at least two (2) of those in a direct supervisory position or any equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of training and work direction; court processes and procedures, jury selection, bail procedures, and case management techniques
- Knowledge of legal terminology and concepts.
- Familiarity with DUI, substance abuse, and domestic violence laws and administrative rules as outlined by the State of Utah.
- Ability to supervise the work of others and apply general management principles to specific organizational and operational problems.
- Ability to communicate effectively verbally and in writing.
- Ability to establish working relationships with supervisors, employees, representatives of allied agencies and the public.
- Ability to evaluate the effectiveness of operational procedures.

## TOOLS & EQUIPMENT USED

- Personal computer, including word processing and database software, UCJIS, OMS, Judicial Workspace and CORIS; phone; 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 manipulate, 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.

## 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.

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

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

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