



1600 E. South Weber Drive
South Weber, UT 84405

www.southwebercity.com

801-479-3177
FAX 801-479-0066

JOB OPENING ANNOUNCEMENT Justice Court Clerk

Posting Date: April 19, 2017
Department: Administration
Reports to: Finance Director
Salary Range: \$18.00/hour DOE.
Position Type: Full-Time
How to Apply: Applications available at:
southwebercity.com/community/employment
Send Application, Resume, and Cover letter to: Human Resources, 1600 E South Weber Dr, South Weber, UT 84405

Deadline to Apply: Open until filled

Overview:

Performs a variety of clerical duties assigned to expedite the functions, actions, judgments, processes, and procedures associated with the South Weber City Justice Court. Receives, receives, logs, and files incoming citations and complaints; determines fines based on fine schedule or bail; assists public in resolving questions, and provides information about city and court procedures. Prepares arrest and bench warrants, orders to show cause, police reports, toxicology reports and criminal history reports, warning letters, and enters case information into computer. Responsible for the accounts receivable system and supports the City's Utility Billing operations. Resolves patron complaints, questions and concerns.

Knowledge, Skills and Other Characteristics:

Operates a computer and its various programs. Knowledge of computer applications (Microsoft Word, Excel, Outlook, Internet), proficient in typing, strong interpersonal communication skills, and the ability to maintain confidential information. Fluency in the Spanish language is preferred.

Qualifications:

Graduation from High School; plus, one (1) to three (3) years of experience in justice court administration. Must have a Utah Driver's License. Must be able to lift a minimum of 20 pounds. Must be able to pass a pre-employment drug test, and obtain a satisfactory background and driving record check.