



## JOB ANNOUNCEMENT

Justice Court Clerk

29 hours per week

Prorated vacation, sick, holiday and retirement

\$15.83 per hour

Performs a variety of general administrative and complex clerical duties designed to expedite the functions, actions, judgments, processes, and procedures associated with the office of the Emery County Justice Court.

Graduation from high school or equivalent; plus specialized training provided through the office of the state court administrator, seminars, workshops or college courses or in-service training provided by the Justice Court Judge; Must be able to type 40 wpm and have great computer skills. Ability to communicate effectively verbally and in writing. Ability to work under time and workload pressures. Ability to handle stressful situations and complex problems.

Considerable knowledge of telephone operations and receptionist functions; legal and court terminology; bail hearing processes and procedures; fine and fee schedules, basic accounting and bookkeeping; of office methods and equipment, complex filing systems and computerized applications for records filing and intermediate computer skills.

### **Special Qualifications:**

Annual court training provided through the office of the State Courts for Deputy Court Clerk. Must be eligible to receive security clearance for access to State computer (BCI, NCIC, MVRG, INLETS). Must be bondable.

Must be an Emery County resident or be able to relocate to Emery County.

Applicants for employment may be required to undergo a drug test and basic criminal background as a condition of employment.

Email [maryh@emery.utah.gov](mailto:maryh@emery.utah.gov) your resume, completed Emery County Employment Application, and the results of a type test by going to <https://www.typing.com/student/tests> and selecting the **3 minute typing test**

Employment application can be obtained by calling 435-381-3578 or going to [www.emerycounty.com](http://www.emerycounty.com)

**Recruiting for this position ends July 17, 2024, at 5:00 p.m.**

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER