



EMPLOYMENT OPPORTUNITY

Internal XX Opening Date: May 7, 2021
External XX Closing Date: May 26, 2021 5 p.m.
Grade: G-6 Full-time
Salary: \$14.18 – 21.18 / hr / (DOE)

Vernal City is an Equal Opportunity and Affirmative Action Employer and does not discriminate against the disabled in employment services.

JUSTICE COURT DEPUTY CLERK

Summary of Responsibilities:

Under the general guidance and direction of the Justice Court Judge, the clerk performs administrative duties acting as the deputy clerk of the Vernal City Justice Court and performs complex secretarial and clerical duties in assisting in providing clerical support for the Court.

Example of Duties:

1. Maintains, monitors and records court revenues and trust accounts; collects, records and disburses money according to court policies and orders. Reviews handling of fines, fees and forfeitures to insure proper reporting and disbursement, approves payment of jury and witness fees.
2. Assists in coordinating case flow management to insure cases are processed in an effective and timely manner; may assist in the preparation of a master calendar for the court.
3. Assists in the scheduling of appointments for the Justice Court Judge.
4. Greets the public and answers the phone.
5. Performs clerical duties necessary for the Justice Court.
6. Assists in the completion of court correspondence, making travel arrangements for court personnel and making purchases for the Justice Court.
7. Performs other duties as assigned.

Minimum Qualifications:

1. Graduate of an accredited high school or equivalent.
2. One (1) year full-time successful, demonstrated experience in administrative secretarial and clerical work.
3. Must be bondable.
4. Ability to successfully keyboard 45 wpm with no errors. (Validated type score must accompany application.)

Method of Selection:

Review of Applications
Interviews
Background check & drug screen

APPLY TO: Vernal City HR Office

374 East Main
Vernal, UT 84078
E-mail: hr@vernalcity.org

(435) 789-2255 Phone
(435) 789-2256 Fax

VERNAL CITY APPLICATION REQUIRED