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| **career opportunity** |

**Court Clerk Assistant**

Employment Classification: Part Time No Benefits

Hours per Week: 28 Hours

Salary Range: $17.50 – $23.75

Hiring Range: $17.50 - $20.87 depending on experience

Hyrum City is accepting resumes for a Court Clerk Assistant. Applicants should be detail oriented, exceptional organizational and interpersonal skills, and provide a high level of privacy.

Key responsibilities of the position include assisting with:

* Receives telephone calls and assists public in resolving questions regarding various civil processes and papers, and provides information about court procedures and schedules.
* Accept money for bail forfeitures, fees, and fines.
* Receives and processes requests for small claim proceedings, prepares expungements, and affidavits.
* Receives and inputs all criminal and non criminal cases written by law enforcement agencies for violations.
* Understand and follow complex instructions and learn legal and court document formats and processes.
* Maintains comprehensive records and complies with Utah State Law on Records Retention.

This position is Part Time with No Benefits with a work schedule of Monday through Friday from 9:00 a.m. to 2:00 p.m. (with a maximum of 28 hours a week.

Required Education and Experience:

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; AND Two (2) years of experience related to above or similar duties; OR An equivalent combination of education and experience.

Special Qualifications:

Must complete monthly and/or annual court training provided through the office of the State Courts. Must be eligible to receive security clearance for access to State computer (BCI, DLD, NCIC, MVRG, INLETS). Must possess and maintain a valid Utah Driver’s License. Must be able to pass a pre-employment drug test, and background check.

Application and Selection:

Send a cover letter and resume to Hyrum City Corporation, 60 West Main, Hyrum, UT 84319 or e-mail to stephanie.fricke@hyrumcity.gov. Resumes are accepted until position is filled by a qualified candidate or withdrawn at the City’s discretion. A copy of the full position description is available at [www.hyrumcity.gov](http://www.hyrumcity.gov). EOE. Upon employment employee must reside in Hyrum City or no further than fifteen miles from city office.

If you have questions, please contact Human Resources at stephanie.fricke@hyrumcity.gov or 435-245-6033.

Dated: December 31, 2024