



JUDICIAL ASSISTANT - 3RD DISTRICT - SALT LAKE CITY

The Utah State Courts seeks talented and motivated individuals to help in its mission “to provide the people with an open, fair, and independent system for the advancement of justice under the law”.

Do you want to be part of an organization whose people are passionate about a bold and noble purpose? Do you enjoy being a driving force for equal justice under the law?

If so, this may be the perfect opportunity for you to join an energetic, mutually supportive, and visionary team as a Judicial Assistant.

Salary: \$20.19

Opening Date: 7/8/22

Closing Date: Open Until Filled

Number Of Openings: (4) Full time, FLSA non-exempt, at-will positions with benefits; Monday-Friday, 8:00 am to 5:00 pm.

Physical Address: 3rd District Court - Matheson Courthouse (450 South State Street | Salt Lake City, UT 84114)

Benefits: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual,

sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

Criminal Background Check: You must successfully pass a criminal history check.

Driver's License Requirements: Employees hired for this recruitment will be subject to the Driver Eligibility standards.

EEO STATEMENT: The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete this application process, please contact Sarah O., HR Generalist for the Utah State Courts, at saraho@utcourts.gov or (801) 578-3801.

Job Description

The judicial assistant plays a critical role in the mission of the courts to provide an open, fair, efficient, and independent system for the advancement of justice under the law. In courthouse proceedings, judicial officers such as judges and commissioners hold the authority to deliver justice and they delegate administrative responsibilities to courthouse leadership and staff to accomplish the work. Judicial assistants facilitate interactions between judges, attorneys, court patrons, and members of the public. They also manage and guide important administrative transactions such as processing legal documents, answering procedural questions, and otherwise providing support to those needing assistance during court proceedings. This position typically reports to a Judicial Case Manager and functions within a clerical judicial support team.

Example of Duties

- Assist court patrons, attorneys, and self-represented litigants in person, over the phone, via email, or during virtual court hearings.
- Safeguard and track exhibits received during court hearings.
- Process payments of fines, filing fees, and restitution payments.
- Prepare and distribute minute entries and orders as directed by a Judge or Commissioner.
- Process case filings submitted to the court. These may be submitted electronically, by mail, or in person.
- Schedule hearings, facilitate both in-person and virtual hearings, and provide notice to parties and attorneys.
- Maintain a clear recording of court hearings.
- Assist the Judge or Commissioner in facilitating both in-person court hearings and virtual hearings.
- Communicate with allied agencies regarding court processes.
- Follow court rules and statutes.
- Perform other duties as assigned.

Typical Qualifications

- Bachelor's degree and two (2) years of experience in a professional office environment; **OR** Associate's degree and four (4) years of professional experience; **OR** a Paralegal Certificate and four (4) years of professional experience; **OR** equivalent combination of education and experience.
- Ability to analyze information, solve problems, and make effective and informed decisions.
- Ability to function both independently and within teams.
- Ability to manage time effectively and transition between multiple tasks.
- Ability to work under pressure and meet deadlines.
- An attention to detail and strong organizational skills.
- Ability to manage competing priorities.
- Effective communication and customer service skills with a demonstrated ability to professionally interact with colleagues and court patrons.
- Intermediate writing skills including: effective grammar, spelling, and punctuation.
- Understanding of legal procedures, rules, and processes is preferred.
- Proficiency in a technology-driven environment with intermediate to advanced computer skills.

Supplemental Information

- Applicants who do not meet the specified qualifications may be considered.
- Applications for this recruitment may be used for up to 90 days following the closing date if future Judicial Assistant positions become available.
- Travel is required throughout the district and court sites to attend meetings and trainings.

Supplemental Questions

- * 1) Please select the highest level of education you've completed.
 - High School Diploma or GED
 - Paralegal Certificate
 - Associate's Degree
 - Bachelor's Degree
 - Master's/JD/PhD
- * 2) Please describe your major course of study.
- * 3) Select the category that best describes your years of experience working in a professional office environment.
 - None
 - Less than 2 years
 - 2-4 years
 - More than 4 years

* 4) Select the category that best describes your years of customer service experience.

- None
- Less than 2 years
- 2-4 years
- More than 4 years

* 5) This position uses several computer applications to complete the duties required. Please select the category that best describes your proficiency with computer applications such as Webex, Microsoft Office, and Google products.

- None
- Entry Level
- Working Level
- Senior Level

6) Do you speak a second language? If so, please specify the language and describe your degree of fluency.

* 7) Are you a current or former State of Utah employee?

- Yes
- No

* 8) As a veteran of the armed services, you may be entitled to preference when seeking initial employment with the Utah State Government ([Utah Code 71-10-1](#)). Please indicate your veteran status:

- Veteran
- Not a Veteran
- Veteran with a disability or Purple Heart recipient
- Spouse, widow, or widower, of a veteran
- Spouse, widow, or widower, of a veteran with a disability or Purple Heart recipient

* 9) Having applied for an employment opportunity with the Utah State Courts, I hereby authorize the Utah State Courts to conduct a thorough background check including but not limited to references, employment records, convictions, and criminal records. I understand that such background checks will only be made upon final selection for an employment position and that all information will be kept confidential and released only to authorized representatives. I understand that any falsification of data on my part will result in disqualification from further consideration (prior to approval) or dismissal (if already approved); and that certain offenses may bar me from further consideration or result in termination. I hereby release the Utah State Courts and all authorized parties from any civil or criminal liability from my background check.

I acknowledge I have read the above statement.