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## **JUDICIAL CASE MANAGER - 4TH DISTRICT - PROVO**

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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 have a passion and dedication to justice?

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?

Do you have court operations, supervisory, and performance management experience?

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

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**Salary:** \$25.06

**Opening Date:** 11/21/22

**Closing Date:** 11/30/22

**Number Of Openings:** (1) Full-time, FLSA non-exempt, at-will position with benefits | Monday - Friday | 8:00 am - 5:00 pm

**Physical Address:** 4th District - Provo (137 N Freedom Blvd | Provo, UT 84601)

**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., Courts HR Generalist, at saraho@utcourts.gov.

### **Job Description**

Reporting to a Team Manager or Clerk of Court, the Judicial Case Manager is the supervisory position of a judicial support team and has demonstrated proficiency in all case centered work. Responsibilities include: training and effective professional development of judicial support staff; providing oversight of effective caseflow management practices, delegating responsibilities and duties to team members as required; coordinating and interacting with judicial officers; and practicing effective performance management.

### **Example of Duties**

- Performance management functions.
- Coaching and training of judicial support staff focusing on career development of staff.
- Employee relations functions which include recruitment, recognition, discipline, policy adherence, ownership of issue resolution and ensuring a positive and productive work environment.
- Interact with judiciary, district management team, Human Resources, and allied agencies.
- Attend, participate and contribute to committee and management meetings.
- Coordinate and determine duties and responsibilities of the team toward most efficient workflow and best practices.
- Receive, process, and understand information then clearly communicate and/or implement toward desired outcome.
- Implement caseflow management practices within the district to include:
- Monitoring case processing reports to ensure case events comply with statutory/local practice timelines;
- Evaluating the status of case related matters, perform required actions to move the case forward and consult with the judge to facilitate case progression;
- Monitoring the team's duties and rotations;

- Providing quality control services to the team and judge through file review and report monitoring;
- Periodically fill in at the front counter to maintain skills and assist when needed;
- Effectively utilize reports to achieve quality control.
- Performs other related duties as assigned.

### **Typical Qualifications**

- Internal candidates: Two (2) years of Judicial Assistant work experience or higher.
- External candidates: Bachelor's degree plus four (4) years of related experience including supervisory experience.
- Advanced computer skills and proficiency in case management systems.
- Strong communication skills including the ability to effectively incorporate listening styles of others utilizing a variety of communication mediums.
- Ability to analyze, prioritize, and organize the work of yourself and others.
- Knowledge of court processes.
- Knowledge of filings, procedures, rules and statutes.
- Knowledge of case flow management.
- Ability to set a professional example in the workplace.
- Ability to work effectively in a fast paced environment.

### **Supplemental Questions**

- \* 1) Select the highest level of education you've completed.
  - High School Diploma or GED
  - Associate's Degree
  - Bachelor's Degree
  - Master's/JD/PhD
- \* 2) Select the category that best describes your professional work experience in court operations.
  - None
  - Less than 3 years
  - 3-5 years
  - More than 5 years
- \* 3) Select the category that best describes your years of supervisory experience.
  - None
  - Less than 1 year
  - 1-2 years
  - 2-3 years
  - 3-4 years
  - 4-5 years
  - More than 5 years
- \* 4) Select the category that best describes your years of experience in performance management.

None  
Less than 1 year  
1-2 years  
2-3 years  
3-4 years  
4-5 years  
More than 5 years

\* 5) Are you a current or former State of Utah employee?

Yes  
No

\* 6) 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

\* 7) 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.