



JUDICIAL SERVICES REPRESENTATIVE I

CLOSING DATE: *Friday, April 3, at 3:00 p.m.*

SALARY: \$26,000 - \$30,000

STATUS: Full-time Position

DEPARTMENT: Court

SUMMARY: The City of Taylorsville is seeking a Judicial Services Representative I. Performs all pre-case related duties, including assisting self-represented litigants, electronic filing, general court patron service, correspondence with public and fee receipting.

ESSENTIAL FUNCTIONS: This position has three career levels where additional responsibilities may be required. The Judicial Service Representative I accepts and processes over the counter, faxed and mailed filings as well as scans documents. Corresponds with the public, attorneys and Judges with regards to filings. Provides customer service in person, via phone and by e-mail. Receipts over the counter and mailed payments. Creates and mails Courtesy and Delinquent Notices as well as processes Expungements.

MINIMUM REQUIREMENTS: High School Equivalency; and two years of professional office experience with one of those years being in customer services.

NOTE: The City of Taylorsville will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-955-2009. The City of Taylorsville does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetics, protected veteran's status or any other class protected by applicable federal, state and local employment law. The City of Taylorsville is an Equal Opportunity Employer. Must pass a background check and drug test before hire.

Please email your completed application and resume to Patricia Kimbrough at pkimbrough@taylorsvilleut.gov, or send to: City of Taylorsville, C/O Patricia Kimbrough, 2600 West Taylorsville Blvd, Taylorsville, Utah 84129.