



Job Title: Court Clerk

Department: Municipal Court

Reports To: Court Administrator

Salary Range: \$17.64 - \$24.69, DOE

Hiring Range: \$17.64 - \$21.16

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 1/20/2010	Revision Dates: 6/8/2018	

JOB SUMMARY

This position will receive, examine, prepare, and process a variety of legal documents in support of court operations, policies and procedures, and provide excellent customer service.

ESSENTIAL FUNCTIONS

- Performs a variety of public contact both in person and/or telephonic regarding court procedures and processes. Responds to general questions and requests regarding court paperwork, traffic school, court payments, jury duty, court forms etc.
- Performs clerical duties to include making photo copies, faxing/emailing court documents, receiving and filing motions from the prosecutor, defendant or attorneys. Prepares and processes various court forms and documents and ensures required information, A.R.S. codes and balances are on the required court documents.
- Maintains and monitors the Court calendar, providing schedules to the Court, defendants and the Town Prosecutor.
- Maintains court records by docketing court cases into the case management system, calendaring cases and preparing minute entries for future court dates. Prepares receipts for payments made in person and telephonic. Logs and enters incoming citations. Prepares cases such as civil/criminal traffic, criminal misdemeanors, protective orders in accordance with court policies and procedures. Prepares folders for each case filed with the court. Informs defendants when cases have been rescheduled.
- Performs other duties as assigned and will perform all work duties and activities in accordance with Town and Court policies and procedures.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Court and requirements of the position change.
- Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed.

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (G.E.D.).
- Three years experience in an office or business setting, and/or one-year experience in a court setting or, any equivalent combination or formal education and/or experience that demonstrates the ability to perform the Essential Functions.

PREFERRED QUALIFICATIONS



- Additional formal education courses in legal or administrative skills.

REQUIREMENTS

- Must be able to pass a thorough background investigation.
- Attention to detail and accuracy and the ability to exercise of independent thinking within the limits of the courts policies and procedures, as well as, the ability to organize and prioritize work activities.
- Ability to work independently and manage time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress
- Ability to communicate clearly and concisely, verbally and in writing, in a tactful and courteous manner
- Ability to recognize and troubleshoot employee relations issues and resolve or report issues as appropriate

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers