



**Job Title:** Court Clerk

**Department:** Municipal Court

**Reports To:** Court Administrator

**Salary Range:** \$18.69 - \$25.74, DOE

**Hiring Range:** \$18.69 - \$22.21

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 1/20/2010	<b>Revision Dates:</b> 08/29/2023	

**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**

*Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.*

- Assists public, telephonically and in person with inquiries regarding criminal/ civil traffic fines, trials, hearings, warrants, marriage licenses, passports and other information pertaining to court processes, regulations, and policies.
- Performs clerical duties to include making photocopies, faxing, emailing, and mailing court documents, receiving and filing motions from the prosecutor, defendant, or attorneys.
- Provides clerical support by preparing files for daily court dockets, reviewing, and ensuring the required case information, balances, and A.R.S codes are on all required court documents, recording, sorting, and distributing files after court, and ensuring proper disposal of closed cases and maintenance of files.
- Maintains and monitors the Court calendar, providing schedules to the Court, defendants, and the Town Prosecutor. Provides data entry into Arizona Judicial Automated Case System (AJACS) regarding both criminal and civil traffic court dispositions, payments, scheduling, and compliance with all court ordered sanctions.
- Maintains court records by docketing and scanning court cases into the case management system, calendaring cases, and preparing minute entries for future court dates. and receipts various monies collected by the Court in the form of fines, fees, restitution, and bonds per Minimum Accounting Standards. Logs and enters incoming citations. Prepares cases such as civil/criminal traffic, criminal misdemeanors, restraining orders in accordance with court policies and procedures. Prepares folders for each case filed with the court.
- Supports courtroom operations by maintaining Judge’s calendar, processing, routing, researching, and maintaining files. Responsible for ensuring that courtroom equipment is in good operating condition and provides jury management.
- Performs other duties as assigned and will perform all work duties and activities in accordance with Town and Court policies and procedures.



### **ESSENTIAL FUNCTIONS CONTINUED**

- 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