

**GILA COUNTY JUDICIAL MERIT SYSTEM  
1400 EAST ASH STREET, GLOBE, ARIZONA 85501  
JOB ANNOUNCEMENT**

<b>DEPARTMENT: CLERK OF SUPERIOR COURT</b>	<b>POSITION: COURT OPERATIONS SUPERVISOR AKA COURT SERVICES SUPERVISOR</b>
<b>AREA: PAYSON</b>	<b>SALARY: \$35,422.40 - Grade 37</b>
<b>CLOSING DATE: Open until filled</b>	<b>POSTED: September 27, 2007</b>

**NATURE OF WORK**

Supervises and coordinates administrative/operational activities and staff of a satellite location of the Gila County Clerk of the Superior Court.

**TYPICAL DUTIES**  
(Illustrative only)

Oversee the day-to-day operations of a satellite location of the Gila County Clerk of the Superior Court; prioritizes and assigns tasks and projects; analyzes issues, and recommends solutions; assures readiness of court, both physical and clerical. Supervises, trains and coaches court staff; develops staff skills, prioritizes and reviews the work to assure the work quality and the timely accomplishment of assigned duties and responsibilities; assists with the hiring, promoting of staff, preparing of performance evaluations and disciplining employees; ensures compliance with departmental policies and procedures; performs general administrative functions including purchasing supplies and equipment, coordinating required repairs and services, assists Judge in court case management; resolves problems; responds to questions on court procedures within scope of authority; provides assistance to Court Administration and Probation department as required; reviews and verifies accounting records; balances accounts and disburses funds as required; prepares daily bank deposit; receives and files Court documents including docketing, preparing for scanning and distributing document copies to relevant parties; monitors legal documents for accuracy; provides customer service including answering telephone and assisting customers at the front counter; coordinates with Globe Information Technology Department in the event of computer/automated system failure and/or telephone outages.

**KNOWLEDGE SKILLS, AND ABILITIES:**

**Considerable knowledge of:** principles of record keeping, case files and records management; legal and law enforcement terminology; court processes and procedures and legal requirements for court operations and case processing; principles and protocols for the management of official documents and court records; Arizona Judicial Code of Conduct; emergency filing processes; procedures for processing court fees and fines; customer service standards and protocol; supervisory principles, practices and methods.

**Skill in:** planning, assigning, training and supervising the work of others; explaining court procedures and processes in a clear, concise and comprehensive manner to attorneys and public; preparing clear and comprehensive written and statistical reports; establishing and maintaining cooperative working relationships with all participants in the criminal justice process; effectively communicating in written and verbal forms.

**Ability to:** oversee and coordinate legal administrative activities; process legal documentation; monitor legal documentation for accuracy, process appeals and orders of transport; issue warrants, subpoenas and summons; provide on-call assistance for emergency filings; maintain and monitor departmental records; maintain office supply inventory.

An Associate's Degree in Public Administration or a related field and five (5) years legal administration experience, including two (2) years lead/supervisory experience, or equivalent combination of education, training and experience; a valid Arizona Driver=s License.

PLEASE APPLY AT:

**GILA COUNTY CLERK OF THE SUPERIOR COURT**

**1400 E. Ash Street, Globe, AZ, 85501, Attn: Anita Escobedo**

OR

**714 S. Beeline Hwy, Payson, AZ, 85541**

**NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATION, CERTIFICATION, REGISTRATION, LICENSE, OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL, AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF COUNTY OR PERSONAL VEHICLES ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATOR'S LICENSE. AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.**