GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: SEPTEMBER 10, 2012
CLOSING DATE: SEPTEMBER 21, 2012

DEPARTMENT: **Clerk of the Superior Court**

POSITION: **Court Clerk**

LOCATION: **Globe**

JOB CODE: **12-089**

ANNUAL SALARY: **$28,350.40-$34,548.80 DOE**

NATURE OF WORK:
Performs a wide variety of responsible legal clerical and customer service to the public in support of Gila County Court system.

DUTIES AND RESPONSIBILITIES:

- Receives and examines legal documents for sufficiency, completeness, conformity, jurisdiction and/or validity before acceptance for action by the Court; certifies or files documents; opens Court cases in court system; prepares document files; files a variety of legal documents and related case materials; searches for missing files; copies materials requested from files and sends to requesting individual/agencies; follows procedures for updating, scanning and/or purging files.
- Enters and tracks data in automated case management system; queries automated docket to extract and provide case information.
- Assists the public either on the phone or over the counter in the use of court forms, document filing procedures and other such matters requiring the application of technical/legal/judicial procedures and practices; receives and completes orders for services/materials from public or employees; evaluates need for service and directs individuals/calls to appropriate office; assists individuals in locating material/information; explains fees and fines.
- Responds to inquiries from the public, attorneys, case witnesses, and law enforcement representatives; gathers information needed to respond to inquiries by researching case status, case documents and file notations or rules/procedures/codes on specific questions which requires distinguishing between, and consideration of, sensitive/protected and public information and may require understanding or interpretation/explanation of legal documents, legal/court procedure regarding case/processing and status; makes copies of files as requested in accordance department policy.
- Receives, computes, classifies and posts fees and/or fines for criminal and civil cases; issues receipts; posts to tallies and reconciles account records; computes fines, fees and amount of bail; compiles numerical counts and routine statistical data to provide input to work production reports or official statistical reports.
- Ascertains whether cases and files are ready for hearing/trial; coordinates case assignments with presiding judges, jail personnel, bailiffs, court reporter, Court Attorney and attorneys; prepares, distributes and/or posts court calendar(s) and notices of appearance; ensures proper notice of hearings are provided in accordance with established procedure; maintains trial status.
- Analyzes, dockets, indexes and processes legal documents, judgments, and minute entries as required; prepares legal documentation pursuant to court orders, rules and statutes.
- Composes correspondence and notarizes documents.
- Uses office equipment such as copiers, cash registers, scanner, microfiche, microfilm equipment, computers and word processing/spreadsheet software to maintains logs, work production records and composes and/or prepares routine reports and correspondence related to official court actions, document processing and case status.
- Maintains microfilm and microfiche records; identifies case files ready for microfilming and archiving.
- Pulls files for Court calendars and distributes to relevant parties as required.
- May issue marriage licenses and record returned licenses; may receipt and process passports applications.

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WORKING ENVIRONMENT:
Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines and with irate members of the public.

EMPLOYMENT STANDARDS:
High School Diploma or G.E.D. and one (1) year legal clerical experience; or equivalent combination of education, training and experience.

A valid Arizona Driver's License; Notary Public License; skill in typing with speed and accuracy generally at 35 WPM.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:
Knowledge of: Legal terminology and judiciary principles and practices; Arizona Judicial Code of Conduct; legal terminology and documentation; methods and standards for processing legal documents; principles of records management, storage and retrieval processes; forms, records, document processing procedures, structure and function of judicial system; regulations governing the purging and archiving of court records; customer service standards and protocol; general office duties and equipment.

Ability to: Examine documents for completeness, sufficiency, validity and conformity; process documents according to established procedures; understand, explain and/or take action based on court minutes or case file notations: use automated information storage and retrieval systems; procedures; demonstrate tact and diplomacy; organize and prioritize work assignments; follow verbal and written instructions; maintain confidentiality of information; work independently; make basic arithmetical calculations; establish and maintain cooperative working relationships; maintain currency with changes in law and procedure affecting work; research and apply regulations, procedures and/or technical reference materials to new and/or unusual circumstances.

Skills in: Effectively communicating in written and verbal forms; effectively relating to people of diverse socioeconomic backgrounds and temperaments; operating computer, typewriter, scanner, copying, fax and other such office equipment.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, 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 A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.