

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: APRIL 2, 2013
REVISED: JUNE 18, 2013
CLOSING DATE: JULY 2, 2013

DEPARTMENT: Superior Court General

POSITION: Calendar Administrator

LOCATION: Payson

JOB CODE: 13-031

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

NATURE OF WORK

Schedules motion hearings, trial dates and other court matters on the Court Calendar from documents filed with the Court; answers questions from the public, attorneys, and other court staff regarding court schedule and pending matters.

DUTIES AND RESPONSIBILITIES:

- Reviews minute entries received from Court hearings and researches AZTEC to determine any multiple pending matters with the Court; posts minute entries, pending motions and updates information to the Court Calendar.
- Schedules hearings from motions submitted by the Court, general public, private attorneys, and court appointed attorneys adhering to mandated statutes and Rules of Court.
- Answers questions regarding pending matters from the public; works with legal agencies to set initial appearance hearings and verify that the legal time limits of the warrant is valid for arrested defendants; and explains court procedures to other departments and the public.
- Resolves calendar conflicts by finding new dates within a reasonable time immediately notifying all parties that a minute entry will soon follow with a date and time; prepares and distributes the minute entries with the new dates and times.
- Sets dependency hearings (when notified by Child Protective Services) and advises all parties including mediator, attorneys and judges.
- Updates and reviews the calendar for accuracy prior to distribution and posting on the internet for public viewing.
- Prepares notices in Meeds and distributes to all involved parties.
- Attends monthly meetings with Judges, County Attorneys and other Court staff to discuss pending trial dates and to resolve potential conflicts with the Court calendar.

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; may occasionally lift up to 30 pounds.

EMPLOYMENT STANDARDS:

High School diploma or G.E.D. and two (2) years of related legal office/court clerk experience; or any combination of education, training and experience.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: County and Court administration departments, organization and practices, Arizona Revised statutes and County policies, research practices, word processors and microcomputers systems and other office machines.

Ability to: Analyze problems, identify alternative solutions, work harmoniously with diverse groups, planning and organizing.

Skills in: Effective communications both verbally and in writing, data entry and researching information, establishing and maintaining effective work relationships with employees, other agencies and the public; and planning and organizing work activities, time management, handling multiple projects and assignments and attention to detail.

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.