

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: APRIL 24, 2013
CLOSING DATE: MAY 1, 2013

DEPARTMENT: Globe Regional Justice Court

POSITION: Justice Court Clerk Associate

LOCATION: Globe

JOB CODE: 13-045

TEMPORARY – APPROXIMATELY 3 MONTH DURATION

15 HOURS PER WEEK

HOURLY SALARY: \$11.47 per hour

NATURE OF WORK

Provides administrative support and performs a variety of legal clerical functions for the Gila County Justice Court.

DUTIES AND RESPONSIBILITIES:

- Answers telephone and provides customer service including greeting the public, providing filing information for cases, accepting payments, issuing receipts, rescheduling court dates, and responding to general inquiries.
- Receives and processes court payments, issues receipts, reschedules court payment due dates, updates address and phone number information, and processes bonds to appropriate folders; enters payment information into computer system.
- Processes departmental mail including date stamping, opening, logging and distributing mail.
- Performs data entry regarding citations, long form complaints, and bad check complaints
- Issues summons, prepares related files, and docket entries.
- Assists with issuing warrants and sanctions to help ensure efficient case flow in the Court.
- Takes pleas from defendants regarding civil traffic, criminal traffic, and municipal code violations; coordinates related documentation; prepares case folders; enters related information into computer system.
- Coordinates motions and dismissals, traffic school extensions and sanction fees, suspensions, and alcohol/domestic violence compliance activities.
- Manages and balances assigned cash drawer; runs settlement reports on credit card machines as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry level in the Justice Court Clerk job family. Employees at this level are trained to prepare, examine and process legal documents in support of Court activities, utilizing clerical and customer service skills and limited application of specialized legal procedures and processes.

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; on occasion may be required to lift boxes of files weighing up to 30 pounds; may be required to work weekends on a rotating basis.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and one year clerical experience; legal terminology preferred, demonstrated computer skills in working with word processing, spreadsheet and email software; or equivalent combination of education, training and experience. Skill in typing with speed and accuracy at a net rate of 35 words per minute from printed copy; may be required to obtain additional specific skills training and technical certifications.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Legal terminology and documentation; general court procedures and protocol; methods and standards for processing legal documentation; customer service standards and protocol; general office practices and equipment; correct business English, including spelling, grammar and punctuation; business arithmetic; business and personal computers, and business office software applications.

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Ability to: Coordinate and perform legal clerical functions; understand and prepare legal documentation; assist with issuing warrants, sanctions and summons; take and process defendant pleas; receive and process court payments; balance cash drawers; provide customer service to the public and other relevant parties.

Skills in: Explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public; establishing and maintaining cooperative working relationships with judges, attorneys, law enforcement agencies and other participants in the criminal justice process; effectively communicating in written and verbal forms; writing and completing accurate reports, legal documents and correspondence; effectively relate to people of diverse socioeconomic backgrounds and temperaments.

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.