GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: JUNE 28, 2013
CLOSING DATE: JULY 18, 2013

DEPARTMENT: **Clerk of the Superior Court**

POSITION: **Courtroom Clerk**

LOCATION: **Globe**

JOB CODE: **13-074**

ANNUAL SALARY: **$32,094.40-$47,632.00 DOE**

NATURE OF WORK

Performs a variety of responsible legal clerical and administrative activities in the recording and document processing of court proceedings for the Gila County Superior Court.

DUTIES AND RESPONSIBILITIES:

- Serve as Clerk of the Court during court proceedings by marking and recording evidence and exhibits, stores and maintains custody of exhibits; administers oaths, tapes court proceedings in the absence of court reporter; may take and transcribe Court minutes for Law & Motion, court hearings, and trials; summarizes proceedings in minute entry form dockets and scans pleadings.
- Prepares legal documentation to be signed by Court and relevant parties; provides documentation to relevant parties; files documentation submitted in Court.
- May draw jury lists; distributes prospective jury list to the Court; summon jurors; coordinates with courtroom staff on the need for and dismissal of jurors; responds to juror inquiries and requests to be excused from service; processes juror service payments; process orders to show cause.
- Reads and records jury verdicts; impanels and polls juries; prepares verdicts and special interrogatories as required.
- Coordinates tracking and disposition of exhibits; maintains related documentation.
- Enters and tracks data in automated case management system; queries automated docket to extract and provide case information.
- Prepares and processes formal orders; issues jail releases, warrants and confidential orders.
- Monitors Court calendar during proceedings; sets dates for hearings and trials.
- Prepares documentation required by Department of Corrections in relation to defendant prison term sentencing.
- Makes recommendations regarding departmental policies and procedures; reviews/monitors court forms and makes recommendations regarding changes necessary to implement new laws and Rules of Court.
- Gathers statistical information and prepares reports as required.
- Provides assistance to other staff including registering, scanning and filing documents; responds to telephone inquiries from the public, attorneys and relevant agencies.
- May perform duties of Bailiff as required.

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 three (3) years experience as a Court Clerk; or equivalent combination of education, training and experience. Valid Arizona Driver's License; skill in typing with speed and accuracy generally at 80 wpm and taking dictation/transcribing at 120 wpm. Applicants with a knowledge of and ability in Shorthand will be given special consideration

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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; trial and hearing processes; standards for preparing, marking, and maintaining exhibits; automated case court case management systems.

Ability to: 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; provide legal clerical assistance during trials and hearings such as summarizing court proceedings, administering oaths; marking/maintaining exhibits; coordinate the tracking and disposition of exhibits; utilize court calendaring and automated court case management systems.

Skills in: Effectively communicating in written and verbal forms; effectively relate 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.