

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: FEBRUARY 18, 2014

REVISED: MARCH 10, 2014

CLOSING DATE: UNTIL FILLED

DEPARTMENT: Clerk of the Superior Court

POSITION: Courtroom Clerk

LOCATION: Globe

JOB CODE: 14-013

ANNUAL SALARY: \$32,094.40-\$39,104.00 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; performs related work as assigned or required.

DUTIES AND RESPONSIBILITIES:

Serve as the clerk of the court during court proceedings; take and transcribe Court minutes; summarize proceedings in minute entry form; mark and record evidence and exhibits, store and maintain custody of exhibits, coordinate tracking and disposition of exhibits, maintain related information; administer oaths; prepare legal documents pursuant to court orders, statutes, and rules of court; notarize documents, issue jail releases, warrants and confidential orders; perform duties necessary to process all types and subtypes of court cases; maintain confidential records; read and record jury verdicts; impanel and poll juries; prepare verdicts and special interrogatories as required; prepare documentation required by Department of Corrections related to prison sentences; make recommendations regarding departmental policies and procedures; review/monitor court forms and make recommendations regarding changes necessary to implement new laws and Rules of Court; gather statistical information and prepare reports as required; provide assistance to other staff including registering, scanning and filing documents; respond to telephone inquiries from the public, attorneys and relevant agencies; and perform other tasks 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.

EMPLOYMENT STANDARDS:

High school Diploma or GED certificate and three (3) years of experience as a Court Clerk; or equivalent combination of education, training and experience. Skill in typing with speed and accuracy; taking dictation/transcribing with a high rate of accuracy; valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Considerable knowledge of: legal terminology and judiciary principles and practices; methods and standards for processing legal documents; principles of records management, storage and retrieval processes; customer service standards and protocol; structure and function of judicial system; general office duties and operation of equipment; trial and hearing processes; automated court case management systems.

Skill in: effective written and verbal communication; effectively relating to individuals of diverse socioeconomic backgrounds and temperaments; operation of office equipment; shorthand or comparable method of note taking and transcription.

Ability to: operate automated information storage and retrieval systems; demonstrate tact and diplomacy; organize and prioritize work assignments; follow verbal and written instruction; maintain confidentiality; work independently; make basic mathematical calculations; establish and maintain cooperative working relationships; remain current with changes in law and office procedure; research and apply regulations, procedures and/or technical reference; provide information to the public without giving legal advice.

**APPLICANTS WITH A KNOWLEDGE OF AND ABILITY IN SHORTHAND AND/OR SPEEDWRITING
WILL BE GIVEN SPECIAL CONSIDERATION**

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.