

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: FEBRUARY 11, 2015
CLOSING DATE: FEBRUARY 17, 2015

DEPARTMENT: Globe Regional Justice Court

POSITION: Justice Court Clerk Sr.

LOCATION: Globe

JOB CODE: 15-012

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$29,211.00-\$31,402.00

PURPOSE OF THE JOB

The purpose of this position is to facilitate the administrative processes of Gila County Justice Court. This position processes payments, performs data entry, processes mail, administers summonses, takes pleas, prepares case folders, manages cash drawer, and processes civil filings. To provide a variety of responsibility with legal clerical functions supporting the operations of the Justice; providing customer service to the public and other entities, serves as clerk of the court during proceedings and notifies and empanel jurors for the court. Cover in the absence of a staff member.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Receives and processes court payments and issues receipts, including FARE batch and Justice EZ Trac payments. Received and examines legal documents for sufficiency, completeness, conformity, and determines action needed to be taken; processes assigned civil traffic, criminal traffic cases; files and enters cases; ensures fines, surcharges, fees, restitution, jail time, counseling, probation, and relevant signed forms are entered in computer system and calendars court dates; follow procedures for updating and/or purging files.	20%
<ul style="list-style-type: none">Performs data entry relating to citations, long form complaints, and bad check complaints. Files motions, orders, complaints and judgments for civil, criminal, traffic and small claims; prepares and issues warrants, default, writs, orders to show cause, subpoenas, and other official documents on behalf of the Court; recalls warrants, exonerates bail; prepares notices and dismisses or seals cases in accordance with established codes and court procedures; prepares assigned civil cases, including forcible detainer, small claims, harassment orders and orders of protection; ensures timely processing of civil cases in accordance with mandatory time requirements.	10%
<ul style="list-style-type: none">Processes departmental mail, which includes date stamping, opening, logging, and distributing mail. Coordinates arbitration hearing activities; randomly selects, appoints and assigns arbitrators; notifies counsel and relevant parties/agencies as court personnel; prepares and processes settlement conference in civil matters; scans and files case documents in vault; prepares and provides copies of case documentation to relevant parties/agencies as court personnel.	10%
<ul style="list-style-type: none">Issues summonses, prepares related files, and docket entries. 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 and explanation of legal documents, legal/court procedure regarding case/processing and status; make copies of the files as requested in accordance with department policy.	10%
<ul style="list-style-type: none">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 legal/judicial procedures and practices; directs individuals/calls to appropriate office; assists individuals in locating materials/information; explains fees and fines.	10%
<ul style="list-style-type: none">Prepares case folders and logs related information; prepares appeals to Superior Court.	10%
<ul style="list-style-type: none">Coordinates motions and dismissals, sanction fees, suspensions, and counseling compliance activities.	10%
<ul style="list-style-type: none">Manages and balances assigned cash drawer; assists with daily deposits, validates bank receipts.	10%
<ul style="list-style-type: none">Processes civil filings, docket information, and create case folders. Assists the Judge in court case management, resolves problems; responds to questions on court procedures within scope of authority; assists management in the development and implementation of operation's policies and procedures; provides assistance to court administration as required.	10%
<ul style="list-style-type: none">Performs other duties as assigned	

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BUDGET RESPONSIBILITIES

This position provides research support on department budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues; explains County procedures and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents; procedural documents, formal letters; emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with the general public, external contacts such as vendors, bankers, attorneys or other professionals, and other institutions, over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

High school Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Four (4) years directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service, english language & composition, mathematics, finance, explaining court procedures and processes in clear, concise, and comprehensive manner to attorney, 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 communicate in written and verbal forms; writing and completing accurate reports, legal documents and correspondence; effectively relate to people of diverse socioeconomic backgrounds and temperaments. Provides customer service to the public in person and by phone.

SKILLS REQUIRED

Analytical thinking, critical thinking, reading, customer service, problem solving, time management, multi-tasking, typing and data entry, 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 record management, storage and retrieval processes; forms, records, documents processing procedures, structure and function of judicial system; customer service standards and protocol; justice court procedures and protocol; civil criminal and traffic cases; correct business English, including spelling, grammar and punctuation; business arithmetic; court calendaring system; business and personal computers, and business office software applications. Jury selection processes; regulations governing trial selection; Arizona Revised Statutes and Rules of Court; juror questionnaires and vouchers; jury documentation; jury management system.

ABILITIES REQUIRED

Focus, speak clearly and sensibly, maintain calm demeanor in stressful situation, consider options, risks, and benefits, follow orders, 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; used automated information storage and retrieval system; procedures; demonstrate fact and diplomacy; organize and prioritize work assignments, follow verbal and written instruction; 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. Coordinate and perform legal clerical functions; understand and prepare legal documentation; assist with issuing warrants, sanctions and commons; process civil traffic pleas by mail; receive and process court payments, balance cash drawer, provide customer service to the public and other relevant agencies.

Continued on page 3.....

Process juror questionnaires; determine temporary and permanent juror exemptions; select and assign jury panels; ensure adequate levels of jury staffing; coordinate juror vouchers for reimbursement; maintain master of jury lists, perform all aspects of legal clerk functions, communicate effectively orally and in writing.

PHYSICAL DEMANDS

- Occasionally stands to present; occasionally stands to attend to watchmen duties; to attend to cash register and to attend to customers.
- Regularly sits to complete report or a program; rarely sits to attend to reception areas and to perform watchmen duties; occasionally sits to operate special equipment.
- May be required to lift work related materials, equipment, tools, and/or gears up to 25 lbs.
- Incumbents in this position may be required to occasionally walk to and from work sites, bend, stoop, crawl, kneel and twist.

WORK ENVIRONMENT

This position regularly spends time in office environment; occasionally spends time in lobby environment; spends time in computer server room(s); computer laboratory; occasionally spends time in library and courtrooms. May spend time in tight spaces.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers, patients, and/or citizens. May also become exposed to individuals with high level of emotional distress; physical danger.

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.