

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: AUGUST 13, 2015**  
**CLOSING DATE: AUGUST 19, 2015**

**DEPARTMENT:** Clerk of the Superior Court

**POSITION:** Courtroom Clerk IV-D

**LOCATION:** Globe

**JOB CODE:** 15-075

**OPEN TO GILA COUNTY EMPLOYEES ONLY**

**ANNUAL SALARY:** \$31,133.00-\$33,468.00 DOE

### PURPOSE OF THE JOB

The purpose of this position is to perform a wide variety of responsible, legal, clerical and administrative activities in recording and document processing in the area of Child Support Enforcement for the Gila County Superior Court. Provides the official record of court activities and assists in the Clerk's office performing a variety of pre-court preparation and post-courtroom activity follow-up. Incumbents work more independently on an expanded variety of assigned duties which includes operation of the Audio Digital Recording System.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Records and transcribes dictation at court proceedings. Issues jail releases, warrants and confidential orders; assists in training new courtroom clerks	25%
• Prepares, processes and certifies copies. Summarizes and types court proceedings in minute entry form.	25%
• Gathers statistical data for preparation of the required Certified Public Expenditure Statement for the monthly submission to Arizona Department of Economic Security (for funding). Tracks expenditures of this program budget	10%
• Distributes court orders to those parties entitled to notice and issues arrest warrants at the court's direction. Manages person demographics in the Case Management System. Performs duties of Bailiff when necessary.	15%
• Performs other clerical duties, as needed, including docketing, scanning and filing of court documents, assist in the preparation of closed cases for record retention. Completes mandatory 16 hours of continuing education.	25%
• Performs the duties of bailiff, when necessary and other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

### PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

### ORAL COMMUNICATION DUTIES

This position explains County procedures and processes and trains colleagues.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos, emails, reports and formal letters.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

### INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year)

### MINIMUM EDUCATION REQUIRED

Associates Degree

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**MINIMUM YEARS OF EXPERIENCE REQUIRED**

Three (3) years legal secretarial or court related experience; or equivalent combination of education, training and experience.

**PROFESSIONAL CREDENTIALS REQUIRED**

None

**KNOWLEDGE REQUIRED**

Clerical, customer and personal service, production and processing, English language and composition, law and government, legal terminology, automated court case management systems.

**SKILLS REQUIRED**

Active listening, journalist writing, public speaking (large groups), problem recognition, time management, multitasking, typing and data entry, shorthand/speed writing, taking and transcribing dictation.

**ABILITIES REQUIRED**

Fully and quickly comprehend spoken words, focus, multi-task, read and write at professional level, maintain calm demeanor in stressful situations, flexibility and confidentiality.

**PHYSICAL DEMANDS**

- Occasionally stands to present.
- Routinely lifts under 10 lbs. of work related materials.
- Requires dexterity for keyboard operation constantly; requires dexterity for special machines occasionally.
- Incumbents in this position may be required to occasionally walk and routinely bend.
- Constantly sitting to complete reports, records, data entry and other court files.

**WORK ENVIRONMENT**

Incumbents in this position regularly spends time in office environment; occasionally spends time in courtrooms; occasionally spends time in automobile.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk. On rare occasions, incumbents in this position may become exposed to physical danger, chemical hazards and bloodborne pathogens.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are 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.