# GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED: OCTOBER 7, 2015**
**OPEN UNTIL FILLED**

**DEPARTMENT:** **Clerk of the Superior Court**

**POSITION:** **Courtroom Clerk Technician**

**LOCATION:** **Payson**

**JOB CODE:** **15-098**

**ANNUAL SALARY:** **$36,041.00-$38,744.00 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 of court proceedings 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 in this position work more independently on an expanded variety of assigned duties which include 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. | 35% |
| • Prepares processes and certifies copies. Summarizes and types court proceedings in minute entry form. Keeps records of matters taken under advisement to assure judge's ruling within time limitations set by law. | 35% |
| • It is the responsibility of the Courtroom Clerk Technician to take custody of and mark exhibits that come into evidence; the case is monitored and exhibits are dispositional at the appropriate time. A required packet of court documentation is prepared by the courtroom clerk for all defendants in which a term of imprisonment has been imposed. The Courtroom Clerk Technician may also be required to take direct dictation from a Judge to prepare necessary orders. Performs bailiff duties when necessary. | 10% |
| • Distributes court orders to parties entitled to notice and issues arrest warrants at the court's direction. Manages person demographics in the Case Management System. Oversees the Online Minute Entry Access (OMEA) transmission function which allows for the public display of minute entries on the Supreme Court website. Assists in the research and preparation of statistical reports. | 10% |
| • Performs other clerical duties as needed including docketing and filing of court documents and assists in the preparation of closed cases for record retention. Completes 16 hours of mandatory continuing education. | 10% |
| • Performs 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 or processes, trains colleagues and responds to public inquiries.

## WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos, emails and documents for public release.

## 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.

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## INTERACTIONS SPECIFICALLY WITH CUSTOMERS

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

## MINIMUM EDUCATION REQUIRED

Associates Degree

## MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years 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, requires flexibility and requires 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; 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 and classroom(s); occasionally spends time in automobile.

## SAFETY RISK EXPOSURE

Incumbents in this position are exposed to safety risk; may become exposed to rare physical danger, rare chemical hazards, rare 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 result in unfavorable public perceptions and legal ramifications.

**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.