

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: JUNE 1, 2016**  
**CLOSING DATE: JUNE 7, 2016**

**DEPARTMENT:** Superior Court Administration      **POSITION:** Calendar Administrator

**LOCATION:** Globe      **JOB CODE:** 16-042

**OPEN TO GILA COUNTY EMPLOYEES ONLY**

**ANNUAL SALARY:** \$26,972-\$28,995 DOE

### PURPOSE OF THE JOB

The purpose of this position is to maintain the court calendar accurately, adhering to time sensitive matters, meeting deadlines and following protocol. This position updates the court calendar with information from pending motions (Court Orders or Notices) and minute entries in addition to scheduling motion hearings, trial dates and other court matters on the court calendar. Assigns attorney and investigator to be court appointed on specified cases. Assists in case management and case tracking. The role answers questions from the public, attorneys and other court staff regarding the court schedule and pending matters. Other duties in aid of keeping the calendar up-to-date include resolving conflict by finding new dates, attending meetings, and conducting research on new cases received from the Grand Jury in the automated case docketing system.

### SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Reviews minute entries received from court hearings and checks for any multiple pending matters with court; posts minute entries and pending motions to update calendar with court and case information, contacts counsel and parties to set next hearing or trial date.	25%
• Schedules hearings from motions submitted by court, general public, private attorneys, and court-appointed attorneys, adhering to mandated statutes and rules of court.	10%
• Answers questions from public regarding pending matters; works with legal agencies to set initial appearance hearings and verify validity of legal time limits of warrant for arrested defendants; and explains court procedures to departments and public.	10%
• Resolves calendar conflicts by finding new dates within a reasonable time; prepares and files minute entries with Clerk's office with new dates and times to enable distribution to all parties.	15%
• Sets and suggests counsel to be appointed for dependency hearings (when notified by Attorney General Office) and Mental Health hearings and advises relevant parties; assigns attorney and investigator to be appointed in Guardian and Conservator cases, sets hearing and notifies parties.	10%
• Updates and reviews calendars for accuracy prior to distribution and posting online for public viewing.	10%
• Attends monthly meetings to discuss pending trial dates and to resolve potential conflicts with court calendar.	10%
• Researches and posts to calendar new cases received from Grand Jury.	10%
• Performs other duties as assigned.	

### BUDGET RESPONSIBILITIES

This position provides research support on elected office budget.

### PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

### ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries and coordinates with out of County officials and legal agencies in various cases.

### WRITTEN COMMUNICATION DUTIES

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

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## **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**

Frequently (More than 25% but less than 40% in a year)

## **MINIMUM EDUCATION REQUIRED/PREFERRED**

High School Diploma or GED with additional specialized or technical training courses. Associates Degree in related field preferred.

## **MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

One (1) year directly related experience; or equivalent combination of education, training and experience.

## **PROFESSIONAL CREDENTIALS REQUIRED**

None

## **KNOWLEDGE REQUIRED**

Clerical, customer and personal service, English language and composition, court administration, case management – probation. General knowledge of Outlook, Word and Excel. Must have knowledge of the numerous different types of hearings and time allotted for each type adhering to statute timeline and case sensitivity/confidentiality; ensure all parties including victims have been notified of hearing. Commencement of action on received filings from County Clerk of Court.

## **SKILLS REQUIRED**

Active learning, critical thinking, customer service, problem solving, diversity awareness, multi-tasking, typing and data entry, troubleshooting, time management, active listening, resolving calendar conflicts, create and distribution of minute entries, working well with other departments, public and legal agencies to schedule hearings with regard to motions and/or pleadings

## **ABILITIES REQUIRED**

Express one's self orally, solve problems sensibly and swiftly, multi-task, speak clearly and sensibly, follow directions, the ability to research a case when necessary. The ability to work well with others both internal and external customers. Must be able to look up statutes and comprehend applicable standards, ensure case encompasses all relevant updated information for the judge; assigns attorneys and/or investigators to cases; keep track of case processing guideline. Ability to work in a fast paced, priority changing court room environment maintaining professionalism and resolving conflicts.

## **PHYSICAL DEMANDS**

- Regularly stands to attend to customers and to operate special equipment.
- May be required to lift work related materials or equipment up to 10 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to walk to and from work sites; routinely bend and routinely twist.

## **WORK ENVIRONMENT**

Incumbents in this position constantly spends time in office environment; constantly spends time in lobby environment; occasionally spends time in library and court rooms.

## **SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk. Occasionally, may become exposed to telephone verbal abuse by customers or citizens; and individuals with high level of emotional distress.

## **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.