

Greenlee County is accepting applications for a part time Courtroom Clerk in the Superior Court Clerk=s Office. \$14.00 hourly, nonexempt. Minimum requirements: 1) High School graduate or equivalent; 2) 3 yrs business office/clerical and/or accounting experience; 3) computer knowledge and word processing skills; 4) ability to quickly learn multiple court-related software programs and multi-task between computer, customer service and financial procedures; 5) Current employment application on file at the Board of Supervisors Office, P O Box 908, 253 5th Street, Clifton, AZ 85533, 928-865-2072, www.co.greenlee.az.us. Deadline for filing: July 28, 2017, 5:00 p.m. It is the responsibility of the applicant to ensure their application is current.

CLASSIFIED AD

PUBLISH: Beginning now and ending July 26, 2017

BILL TO: Greenlee County
P O Box 908
Clifton, AZ 85533

SUPERIOR COURT IN GREENLEE COUNTY
Courtroom Clerk
Clerk of Superior Court Series

DEFINITION:

Performs varied lead-worker and relatively complex duties in addition to performing numerous in-court and in-office tasks supporting the operation of courtroom and office services and functions. When in court, takes the official record of court activities. In the office, performs and assists in providing a wide-range of support tasks at the counter, performing data entry, and/or a variety of other tasks and assignments.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. This list of tasks is ***ILLUSTRATIVE ONLY***, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

TASKS:

Acts as lead clerk/bailiff in the absence of the court administrator/bailiff, assists in the development of calendars, case management, work schedules, and related operations, conducts employee training.

Attends court sessions, hearings and trials; reviews, updates and brings case and associated files and documents to court; calls cases and swears witnesses; handles, coordinates and provides paperwork associated with courtroom activities; maintains supplies of in-court forms and documents; takes down orders of court, court directives and related information; enters data into official court record/recording system; sets and calendars future court activities/events.

Processes jurors appearing on trial date; scans in and records appearances; notes absences and failures to appear; randomly assigns jurors to courtrooms; reassigns or releases jurors from service based upon need and/or instructions from judge(s); responds to inquiries from the public, jurors, attorneys and/or other interested parties; processes juror payroll and related expenses; correlates juror pay envelopes, thank you letters and other correspondence between the court and the jurors. Perform other duties as assigned or required.

Accepts and files documents submitted in court; responds to questions and inquiries regarding other scheduled court activities, availability of courtroom, etc.; controls, oversees and manages exhibits submitted during court proceedings; maintains records of exhibits and process for release; maintains, compiles and provides statistical and related records; works with and updates in-court juror lists; provides other assistance in the handling of juror-related paperwork.

Assists with the rescheduling of cases, and excuse or deferral of jurors; assists with the compilation of weekly/monthly records and statistical reports; proofreads and edits documents; sorts indexes, and files materials numerically, alphabetically or by some other predetermined classification according to established procedures; checks records and documents and documents for completeness and accuracy for processing and/or further action; assists users of the court's, department's or division's services at the public counter.

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COURTROOM CLERK JOB DESCRIPTION
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Responds to inquiries at the counter, by telephone and in writing; conducts research and coordination necessary to provide an accurate response; verifies records and documents, checking for clerical and mathematical accuracy and completeness and processes for further action; accepts, and enters into recording filings, documents and papers representing new cases or additions to existing filed cases; accepts and issues receipts for monies paid; issues required and/or requested court ordered forms, processes, documents.

Calendars future dates/activities; records and tracks expenditures; assists with the flow of court/case related information from judges and staff to local, state and federal agencies; runs time standards to assure all cases are processed within guidelines and have events scheduled; files court/office material and retrieves file folders for use by the judge, staff, law enforcement agencies, attorneys and other authorized personnel; records judgments, rules orders, and other judicial proceedings of the court; follows requirements of Public Information Laws. Performs other functions as assigned.

KNOWLEDGE, SKILLS ABILITIES AND OTHER CHARACTERISTICS:

- Applicable State of Arizona statutes, rules, administrative orders, policies and procedures, Federal rules and requirements
- Greenlee County policies and procedures
- Legal terminology and court processes and procedures
- Work under pressure in a dynamic environment with changing program demands and priorities
- Establish and maintain cooperative working relationships with court employees, and the public
- Basic principles and practices of record keeping, bookkeeping, case and caseflow management, jury management, automation, and office operations
- Interpersonal skills that supports working with a diverse group of individuals that include judges, court staff, litigants, attorneys and the general public
- Basic principles of supervision
- Business English, spelling and arithmetic, Modern office practices, procedures and equipment
- Operating a personal computer utilizing a variety of software applications
- Ability to take complex notes of courtroom and related activity and transcribe them with accuracy
- Making accurate arithmetical calculations in a timely fashion

MINIMUM QUALIFICATIONS:

High school diploma or GED; and Three years of progressively responsible clerical, secretarial or closely related work experience or excellent skill and speed word-processing program, file maintenance, file tracking, bookkeeping or other closely related duties; OR

Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

This classification requires the applicant to pass criminal background and normal reference checks.