



COURT CLERK

Department: **Magistrate Court** Class Code: **17**
Reports to: **Court Administrator** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, performs record keeping, case file and technical document management, court support functions, and public contact activities in the Municipal Court.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of technical and administrative functions; provides customer service, and makes appropriate decisions based on knowledge of City policies, court procedures, and standards of the Arizona Administrative Office of the Courts (AOC); duties may vary according to job assignment.
- Supports courtroom-related services; follows court policies and procedures for file creation and maintenance, data entry, issuing and accepting documents and forms, accepting and receipting monies, and other specific Court duties and assignments.
- Performs public contact work; directs public to appropriate court; provides information to defendants without legal advice; processes payments, and updates payment records, case files, and computer files.
- Ensures proper procedures, policies and operations of the Court are followed to ensure legal integrity with State revised statutes, case law and rules; maintains the records of the Court and their integrity.
- Follows policy for case management, calendaring, docketing, records management, collection program, bond schedule, local fines, training, security, facilities, statistics, motions and related areas.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Maintains absolute confidentiality of cases, issues and records. Handles sensitive information with tact and discretion.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Monitors the court surveillance cameras for court security.
- Calendars Court activities; assists with the flow of court case information to and from Magistrate. Monitors time standards to assure all cases are processed within guidelines.
- Prepares case files, records and supporting documentation for court action; reviews case files and materials for completeness prior to court proceedings; files and docket pleadings in court files.
- Assists the Presiding Magistrate in courtroom by recording and dispensing information as requested, calling jurors, scheduling interpreters, providing related clerical support, and prepares minute entries and orders.
- Assists the Presiding Magistrate with preparation for jury trials. Prepares and mails jury summons for potential jurors, prepares preliminary and standard jury instructions, and corresponds with jury commissioner. Manages the juror phone calls and correspondence. Assists the judge during the jury trial.
- Files criminal disposition records with the Arizona Department of Public Safety as required by law.

- Schedules all jury and non-jury criminal trials, including establishing the trial calendar; contacts all involved parties; prepares the defendant file folders, computer file and other related documents.
- Updates calendar; sets dates for pre-trial hearings, oral arguments, evidentiary hearings and Harassment injunctions/Order of Protection hearings; assures all parties are contacted on schedules, reschedules, and changes in court proceedings.
- Oversees assignments of community service work and alternative programs.
- Ensures hardcopy and computer files are kept on all civil and criminal cases, and are properly maintained and closed out; downloads and processes citations.
- Prepares failure to appear warrants, obtaining signatures and forwarding copies to the Yavapai County Sheriff's Department and the Prosecutor.
- Dockets case hearings and updates case status; enters disposition and collection assessments; pulls files to verify information.
- Maintain the list of records destructions for purged files and destruction of paper copies. Monitor electronic records for destruction. Records are purged according the records retention schedule.
- Serves as a Civil Traffic Hearing Officer to enter judgment on civil traffic violations.
- Attends mandatory training as required by the state. Responsible for cross-training court personnel as needed.
- Works with the Court Administrator with short and long-range planning and budgets; recommends plans for future operations and the expansion of the Court.
- Provides administrative support, processes mail, answers phones, creates correspondence and reports; processes purchase orders, requisitions, and documentation; orders office supplies; reviews/approves invoices for payment; submits travel expense forms and meal reimbursement requests for all Court staff.
- Provides Support to the Court Administrator with bond/restitution processing; processes checks and verifies restitution payments; finalized and receipts electronic tax intercept claims; prepares certificates of bond exoneration for bonding agencies or prepares checks for bond poster; tracks and reconciles bonds; docket cases and updates case status; updates defendant bond schedules for the Town website.
- Performs related duties as assigned or require.

MINIMUM QUALIFICATIONS:**Education and Experience:**

High school diploma or equivalent; and two years of experience as a Court Clerk; or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Possession of a valid driver's license.

Required Knowledge of:

- Court procedures and legal terminology,
- Court rules and Administrative Code regarding state court operations.
- Proper procedures and formats used for processing sentencing documents, reset orders, release conditions and civil citations associated with municipal courts.
- Civil traffic laws and procedures.
- Judicial Codes of Conduct and implementation.
- Bookkeeping and basic Accounting.
- Modern office procedures, practices and equipment.
- Use of AJACS, Liberty Court Reporter, Outlook Calendar, Word Perfect, Excel, Onbase and various miscellaneous programs as needed.

JOB DESCRIPTION

Court Clerk

Required Ability to:

- Develop and maintain effective working relationships with Town staff, attorneys, external organizations, other court personnel and the general public.
- Interpret and implement the laws, regulations, court rules and administrative codes on court operations.
- Provide excellent customer service.
- Establish and maintain various manual and automated records and filing systems.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Analyze, appraise and organize facts and evidence and present material in a concise and logical manner.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software, including AJACS, Liberty Court Reporter, Outlook Calendar, Word Perfect, Excel and Onbase.

Physical Demands / Work Environment:

- Work is performed indoors in a traditional court environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: Human Resources

DATE: 10/26/2022