



Job Description

COURT CLERK

DESCRIPTION: Under general direction of the Clarkdale Magistrate and supervision of the Court Supervisor, this position performs legal and administrative tasks in support of municipal court operations and processes. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. This position is expected to provide the highest level of customer service consistent with the Town's Customer Service Standards.

CHARACTERISTICS: Positions in this class are characterized by a thorough knowledge of office administrative duties and functions, court procedural processes, as well as administrative and clerical tasks. An employee successful in this class performs duties with minimal supervision, enjoys working with the public and handling unexpected challenges. Job functions require the ability to think independently, use discretion and good judgment, apply strong communication and customer service skills, and follow and carry out written and verbal direction. Abnormal working hours may be required from time to time. This is a part-time (not to exceed nineteen (19) hours per week), FLSA non-exempt, at-will position.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:

- Participates in the implementation of goals, objectives, policies and priorities of the Town and the Clarkdale Magistrate Court;
- Complies and maintains the integrity, professionalism, values, goals and objectives of the Clarkdale Municipal Court and those of the Town, by assuring that all rules, regulations, priorities and policies are followed, and that accountability and public trust are preserved;
- Maintains absolute confidentiality of cases, issues and records, and performs all related duties as required;
- Assists the Magistrate and Court Supervisor as needed and participates in the organization, operations and administrative activities of the court;
- Interacts efficiently and effectively with the public, coworkers, judges, attorneys and other business professionals on a daily basis;
- Establishes and maintains effective working relationships internally with Town employees and supervisors the legal community, others working in the justice system, and the public;
- Complies with [Arizona Code of Conduct for Judicial Employees \(2010\)](#), as amended;
- Reviews documents and forms for the Magistrate's approval;
- Participates or assists in the following as needed or assigned:
 - Preparation and handling processes involved with courtroom hearings, criminal proceedings, trials and civil hearings;
 - Oversight of court records; maintaining, monitoring and disposing as applicable;
 - Efficient handling of financial operations related to the accepting, receipting and allocation of fines, fees, and any restitution in accordance with the [Minimum Accounting Standards](#) as promulgated by the AZ Supreme Court;
 - Preparing, creating and processing correspondence, reports, legal documents, orders, arrest warrants, and various forms;

- Maintaining the court calendar and docket, and related documents;
- Coordinating department activities with the County, state agencies, local jurisdictions, other courts and the Town;
- Preparing and maintaining statistical court data including compiling related reports;
- Entering pleas on civil traffic charges; schedules civil traffic hearings;
- Processing citations and long form complaints electronically; entering petitions and orders of protection/injunctions against harassment and scheduling subsequent hearings relating thereto; preparing summonses and subpoenas; entering search warrants; documenting case activity;
- Certifies court documents;
- Assists as needed or assigned in courtroom hearings, criminal proceedings, trials and civil hearings;
- Performs other duties as may be needed or assigned.

MINIMUM QUALIFICATIONS:

Education and/or Experience

Any combination of education and/or experience that provides the knowledge, skills and abilities necessary for satisfactory job performance will be considered. Preferred applicants will have prior experience in job function areas. Existing COJET accreditation is preferred. Familiarity with use of the AZTEC management information system and Liberty Recording System is preferred.

Knowledge, Skills and Abilities

- Knowledge of the criminal justice system and the Arizona Revised Statutes as they apply to municipal courts;
- Knowledge of general accounting principles;
- Knowledge of processes, forms and documents and legal terminology involved with municipal court functions and procedures;
- Skills and abilities to provide customer service consistent with the Town's Customer Service Standards;
- Skilled in the use of computer and various software and the ability to use multiple technologies as daily working tools;
- Ability to keyboard data entries into the AZTEC (or its replacement) court management program;
- Ability to maintain confidentiality of court matters;
- Ability to maintain a courteous, helpful and professional image in dealing with individuals from various socioeconomic, ethnic and culturally diverse backgrounds;
- Ability to efficiently, professionally and courteously resolve customer service issues and complaints;
- Ability to prepare and maintain accurate documents, records and reports;
- Ability to establish and foster positive and effective working relationships;
- Ability to set goals, organize and prioritize, and to work independently, at times under time constraints and deadlines;
- Ability to exercise initiative, apply sound judgment and produce reasonable recommendations;
- Ability to communicate effectively both orally and in writing;
- Ability to professionally assess, prioritize and handle multiple tasks, projects and demands;
- Ability to be flexible in the face of change.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Vision sufficient to read technical, legal and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the phone or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to safely work in office settings and similar environments;
- Dexterity sufficient to safely operate office equipment including computers;
- Strength sufficient to lift, carry and move ten (10) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

WORKING CONDITIONS

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The Town of Clarkdale is a drug-free, smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.