



Job Description
Job Code: 182
Range: 21

COURT CLERK

DEFINITION: Under general supervision of the Judge and/or Court Administrator, oversees court operations including scheduling of hearings, pre-trials and trials including jury trials; provides periodic statistical reports; maintains accurate and complete court records; provides effective fine collection; and performs related duties as assigned

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Processes cases from inception to adjudication; prepares required forms and documents; uses the AZTEC computer program to document case activity; schedules hearings and prepares court calendars; acts as courtroom clerk for civil traffic and criminal hearings, trials, and jury trials; provides customer service; enters pleas and assesses sanctions on civil traffic charges; researches inquiries from the public and other governmental agencies; explains court procedures; collects fines and establishes payment plans; balances cash drawer daily and weekly; provides notification to crime victims according to Arizona statutes; prepares arrest warrants; updates the outstanding warrants list; assists the Court Clerk and the Judge as needed to ensure the efficient and effective functioning of the Court.

Oversees collection and assignment of community service work alternative programs, and the debt set off program; checks on status of these programs on a weekly, monthly, quarterly, or annual basis; issues warrants and keeps tally of all warrants issued/quashed and runs weekly reports of active and inactive warrants for the local newspaper; enters complaints and fees in the computer.

Prepares documentation to be used for monthly and quarterly reports to the City Council; prepares court data for budget purposes, statistical data for budget purposes, statistical reports to the Arizona Supreme Court; provides customer services receiving payments, answering public inquiries, and researching cases as needed for the City prosecutor, attorneys, and clients; certifies various court documents as required.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the rules and regulations established by the City's Magistrate.
Knowledge of the criminal justice system as it applies to municipal courts.
Knowledge of the Arizona Revised Statutes as they apply to municipal courts.
Knowledge of general accounting principles.
Knowledge of processes, forms, and documents involved with municipal court functions.

Court Clerk – (Continued)

Skill in providing effective customer services to the general public.

Skill in creating and maintaining manual and automated files.

Skill in dealing with the public in a professional and courteous manner.

Skill in multi-tasking.

Skill in compiling and reporting statistical data.

PHYSICAL REQUIREMENTS: This classification involves work of a sedentary nature requiring very little physical exertion.

MINIMUM QUALIFICATIONS: Minimum of one year experience in a law office, prosecution or defense agency or court setting. Bilingual in Spanish and the use of the AZTEC computer program is desired.