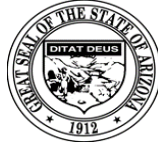


# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Court Services Clerk  
**OCCUPATIONAL CATEGORY:** Administrative Support  
**DIVISION:** Clerk of Superior Court  
**EFFECTIVE DATE:** 05/28/20  
**REVISED:** 08/15/20



**CLASS CODE:** J695  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 5  
**STATUS:** Classified

### **JOB SUMMARY**

Performs work of moderate difficulty in case processing and legal clerical duties for the Clerk of Superior Court. Under close supervision incumbents perform assigned routine/standardized or recurring job duties including, but not limited to, opening cases, closing cases, docketing, filing, scanning, appeals, and research. As experience is gained, incumbents work more independently on an expanded variety of assigned duties.

### **REPORTS TO:**

A higher level of authority.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL JOB FUNCTIONS**

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Pulls cases for court; checks for recent filings; adds new filings and legal documents to case file; creates new case files; assigns case numbers to new cases; enters and maintains court case data in automated case management system; issues subpoenas, executions, summons and writs; maintains calendars of hearings; completes legal documents and other materials with proper information; researches case files to extract and provide information; maintains legal files and indices; updates records and updates and closes files as appropriate.
- May notarize documents, record orders, and compile statistics; and review legal documents for accuracy and completeness.
- Works with parties in person and/or on the phone; provides information and assistance to the public without giving legal advice; responds to inquiries from court personnel, attorneys, judges and the public; answers calls, determines need/appropriate party, forwards/transfers or takes messages.
- Provides clerical support and assistance as required; works with and assists staff; revises and/or sends correspondence; picks up, delivers, opens and distributes mail; makes photocopies, operates fax machine; and provides other office and customer service support and assistance as required.
- Signs in people for court; directs visitors, defendants, witnesses, victims, jurors and others using court services to the appropriate location.
- Accepts and receives monies paid as fines, fees, bonds and other financial obligations; issues receipt; updates electronic and/or manual recording systems.
- Audits case files and records.

### **SECONDARY JOB FUNCTIONS**

- Performs related work as required.
- Performs special assignments as requested.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Knowledge of modern office practices and procedures.
- Knowledge of legal terminology, statutes, and court procedures.
- Knowledge of automated word processing and court case management systems.
- Knowledge of data entry and verification procedures.

- Knowledge of internal procedures of the office of the Clerk of Superior Court.

**Skill in:**

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Skill in communicating effectively verbally and in writing.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Arizona.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

**Ability to:**

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures, Department Regulations, and the Code of Conduct for Judicial Employees.
- Ability to analyze legal documents and interpret statutory requirements.
- Ability to maintain confidentiality and work under pressure in a dynamic environment with changing program demands and priorities.
- Ability to deal with the public.
- Ability to enter and retrieve data from an automated system.
- Ability to follow written and verbal instructions.

**WORK CONTACTS**

Regular contact with associate personnel, other courts and other county departments, other agencies and the general public.

**WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.

**REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

A high school diploma or GED **AND** one (1) year of general office or legal clerical experience, type 40 words per minute, **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

**SPECIAL JOB REQUIREMENT**

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform

the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.