



Position:	Courtroom Clerk
Court:	Pima County Consolidated Justice Court
City, State:	Tucson, AZ
Court Website:	http://www.jp.pima.gov/hr/
Minimum Hiring Rate:	\$18.4215 per hour
Closing Date:	This position is open until June 17, 2022, by 5:00 p.m.

Minimum Qualification:

An Associate's Degree in Business Administration, Public Administration, paralegal studies, or a closely related field **and** one year of specialized experience working in a legal office environment; **OR** A certificate of completion in paralegal or legal assistant studies from an American Bar Association (ABA) approved program at an accredited college or university and one-year specialized experience working in a legal office environment; **OR** A high school diploma or the equivalent **and** two years specialized experience working in a legal office environment

Summary:

Provide administrative and clerical support to judges, attorneys, and the public to ensure accurate and efficient case processing requiring knowledge of legal procedures, terminology, documentation, and time constraints, and making independent decisions regarding the processing of routine legal documents. This is a court classified position that has no supervisory responsibilities.

Essential Duties:

- Champion the values of the court through example and accountabilities;
- Research case files for completeness and accuracy and prepares the file for court;
- Conduct digital recording of courtroom proceedings to document parties' statements and activity in the courtroom;
- Review case files prior to court to ensure proper documentation and advise the judge of the case status;
- Check defendants in prior to the beginning of court and enters their presence for digital recording purposes;
- Enter all case proceedings, dispositions, motions, and court calendar into the appropriate automated systems;
- Coordinate all calendar matters with judicial staff, attorneys, litigants, victims and outside agencies according to judicial guidelines;
- Schedule events as ordered by the judge;

- Manage efficient case flow by ensuring future events are properly scheduled;
- Provide administrative and clerical support of a confidential nature to the judges including the Presiding Judge and judges handling a specialty court;
- Assist the attorneys and public to ensure they get relevant information pertaining to their case;
- Prepare and process appropriate documents from court proceedings and distribute the copies to the proper parties;
- Monitor and maintain the integrity of all evidence and exhibits admitted into the court record;
- Respond to staff, customer, and citizen inquiries and complaints, performs related research, and resolves problem and complaints;
- Be comfortable with and have the ability to adapt to using a variety of different types of technology including but not limited to conducting court business in alternative court-authorized formats such as Zoom video and telephonic hearings;
- Operate various office equipment and applications to include Zoom, desktop computers, video equipment, FTR digital recording equipment, and Spillman;
- **In addition to regular courtroom duties, complete duties for Initial Appearance Court when assigned:**
 - Pull up, review, and print the Pima County Jail's booking sheets;
 - Process complaints, reports, and arresting paperwork;
 - Prepare and distribute tentative and final Initial Appearance (IA) calendar;
 - Complete Conditions of Release and Order forms in preparation for court;
 - Schedule arraignments, pre-trials, case management, and preliminary hearings as ordered by the judge;
 - Assign appointment of counsel and coordinate essential information with Indigent Defense and court staff;
 - Copy audio requests, as needed;
 - Requires the ability to work the weekend, holidays, and alternative work hours based on department needs. May require working at an off-site location.

Additional Duties:

- Compile statistical data and prepare periodic and special reports;
- Assist in training new courtroom clerks;
- Prepare form packets as needed;
- Provide assistance to jurors as needed;
- Organize courtroom supplies and prepare courtroom for daily proceedings;
- Complete special assignments and projects as requested.

Benefits:

The Court offers a competitive compensation and benefits package to include medical, dental, life insurance, flexible spending accounts, retirement, deferred compensation plans, paid vacation and sick leave, as well as other benefits.

http://webcms.pima.gov/government/human_resources/employee_benefits/

How to Apply:

Please apply via the online application system, **job number 2022-01022**. **Please submit the following:** a cover letter stating the reason for your interest in the position; a resume, including complete employment, educational history, skills, and experience; a narrative statement (1) detailing how your experience relates to the requirements and preferred qualifications of this vacancy, and (2) why you want to work for Justice Court.

Please note: Work hours vary and include rotating shifts, evenings, weekends, and holidays. An assignment may be located at facilities other than the main courthouse building.

<https://www.governmentjobs.com/careers/pima>

This position is open until Friday, June 17, 2022, by 5:00 p.m.

ABOUT THE COURT:

The Pima County Consolidated Justice Court maintains the highest individual caseload of any justice court in the state of Arizona. In the year ahead, we anticipate that more than 125,000 cases will be filed in our court. Additionally, nearly 500,000 persons will enter our building, 112,000 will contact us via telephone, and our website will be accessed more than 750,000 times. Despite the high demands placed upon our bench and staff, we strive each day to administer justice efficiently, according to law, with respect and fairness to all parties. Pima County Justices of the Peace have jurisdiction over civil lawsuits when the amount in dispute is \$10,000 or less, landlord and tenant controversies, small claims cases, and a full range of civil and criminal traffic offenses, including DUIs. Justices of the Peace resolve other types of misdemeanor allegations, for example, shoplifting, writing bad checks, and violating restraining orders. Like other trial judges, they also handle requests for Orders of Protection and Injunctions Against Harassment.

Special Notice Items:

Please note: Successful candidates offered employment, including current employees who have applied for new positions, are required to provide proof of COVID-19 vaccination prior to their scheduled start date. If you are unable to become fully vaccinated due to a medical disability or religious observance/practice, you must request an accommodation.

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the need for access to law enforcement, corrections, detention, and courts facilities or associated confidential or sensitive information, documents, communications systems, and like materials.

Preference may be given to applicants who are Spanish speakers.

Special Notice Items Continued:

A valid AZ driver's license is required at the time of appointment if duties will require court travel reimbursement. The successful applicant will be subject to a 39-month Motor Vehicle Record review to determine the applicant's suitability to operate a motor vehicle in accordance with Pima County administrative procedures. Out-of-state applicants must supply a 39-month Motor Vehicle record from their home state pursuant to Pima County Administrative Procedure 30-31 Driver Qualifications and Authorization.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.