

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Administrative Services Assistant
OCCUPATIONAL CATEGORY: Appointed Staff
DIVISION: Clerk of Superior Court
EFFECTIVE DATE: 08/15/2020



CLASS CODE: J007
FLSA: Exempt
SALARY RANGE: 11
STATUS: Unclassified

JOB SUMMARY

Under general supervision, undertakes, performs and provides a variety of secretarial, clerical, financial monitoring, office services and related support associated with the operation, functions and coordination of the Clerk of the Superior Court's Office.

REPORTS TO:

This is an unclassified at-will position. At-will employees are appointed by and serve at the will of the Clerk of the Superior Court.

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.*

- Drafts and/or edits correspondence, letters, memoranda and other written documents; maintains and updates electronic and manual recording and filing systems; and maintains and provides updates for the website as assigned.
- Attends a variety of meetings; takes minutes; prepares draft copy for review and approval; as instructed, distributes minutes.
- Facilitates training events and webinars as assigned.
- Assists the public with general information and provides available court forms and documents as requested.
- Orders supplies and equipment; determines and/or recommends best price vendor for materials needed; prepares purchase order; checks shipments when received; determines compliance to placed order; works with vendor(s) on missing, damaged and/or incorrect items; updates and maintains inventory of supplies and materials.
- Participates in the budget process; assists in the compilation, development and preparing of budget and grant reports and documents; processes invoices and enters information into court/county financial systems; as assigned, attends various budget meetings and presentations.
- Works with visitors, callers and others having business with the Clerk; maintains and updates the Clerk's schedule and as required, court calendar; schedules appointments, schedules and coordinates equipment and rooms, contacts persons requesting appointments and performs related support tasks.
- Updates and maintains a variety of statistical and financial files, records, logs and reports.
- Retrieves and processes daily mail; makes copies; sends and receives faxes; shreds confidential documents as instructed; operates and maintains office equipment; orders supplies and materials; maintains and updates inventory and supply logs.
- Makes conference and/or other travel arrangements.
- Coordinates office activities with other judicial officers, attorneys, public agencies and others having business with the Clerk's Office.
- Responds to inquiries; provides information and assistance within the scope of designated authority without giving legal advice.

SECONDARY JOB FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes,

administrative orders, case law and other relevant directives.

- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the principles of inventory control.

Skill in:

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in producing written presentations and oral reports for internal and external audiences.
- 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 Mohave County.
- 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 and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, 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** three (3) years of relevant court clerk, secretarial, legal secretarial, clerical, customer service or closely related experience **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.