

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Court Services Assistant
OCCUPATIONAL CATEGORY: Administrative Support
DIVISION: Clerk of Superior Court
EFFECTIVE DATE: 05/28/20
REVISED: 07/01 /21



CLASS CODE: J696
FLSA: Non-Exempt
SALARY RANGE: 8
STATUS: Classified

JOB SUMMARY

Performs work of considerable difficulty in case processing and legal clerical duties for the Clerk of Superior Court. This is a working/journey position that works under general supervision. Work assignments may be in one or more case type areas including but not limited to front counter, distribution, child support, fines, restitution and jury. The incumbent applies judgment to diversified subject matter, selecting appropriate guidelines and in applying general policies and procedures.

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.*

- Performs a variety of duties and tasks in the office of the Clerk of Superior Court; supports courtroom related services and responsibilities; works at the public counter, in the office environment, or other location as assigned; as assigned works with varying combinations of public contact, file creation and maintenance, data entry, issuing and accepting documents and forms, accepting and receipting monies and performing specific assignments.
- Accepts paperwork for new and existing case files; assists in the collection, processing and recording all monies received through the Court and a variety of related routine accounting tasks; calculates fines, fees and other costs; accepts and receipts monies paid; copies files and records for internal and external use; creates and maintains case files and folders, accepts and verifies records and documents; prepares subpoenas, executions, summons, writs and other legal documents.
- Responds to complex inquiries at the counter, by telephone and in writing to provide requested information without giving legal advice; conducts and performs research and coordination necessary to formulate an accurate response; creates work sheets on computer or in a manual system; prepare periodic reports with recommendations or simple analyses regarding account status; assists with the flow of court/case related information from judges and staff to local, state, and Federal agencies.
- Prepares juror lists and performs related work relative to juror questionnaires, summonses, appearances, and payments; assists with the rescheduling, excuse or deferral of jurors, assists with the compilation of weekly/monthly payroll records; other records and statistical reports; searches files, records or other data sources for information and responds with the data requested; performs records maintenance tasks.
- Proofreads and edits documents; sorts indexes, and files materials numerically, alphabetically or by some other predetermined classification according to established procedures; checks records and documents for completeness and accuracy for processing and/or further action; files court/office material and retrieves file folders for use by the judge, staff, law enforcement agencies, attorneys and other authorized personnel; records judgments, rules, order, and other judicial proceedings of the court.
- As assigned, may provide assistance and guidance to newer, lesser experienced employees and may notarize documents.

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 principles and practices of recordkeeping, bookkeeping, caseload management, jury management, automation and office operations.
- 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 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 perform complex legal clerical work independently.
- Ability to enter and retrieve data from an automated system.
- Ability to follow written and verbal instructions.
- Ability to maintain confidentiality and work under pressure in a dynamic environment with changing program demands and priorities.
- Ability to communicate effectively verbally and in writing.

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** three (3) years of general office, legal clerical, or accounting related 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.