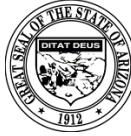


# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Probation Services Clerk  
**OCCUPATIONAL CATEGORY:** Administrative Support  
**DIVISION:** Probation  
**EFFECTIVE DATE:** 04/13/2020  
**REVISED:** 04/13/2021



**CLASS CODE:** J672  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 4  
**STATUS:** Classified

### JOB SUMMARY

Under close to general supervision, performs generalized legal clerical and/or secretarial tasks of routine difficulty associated with the operation, functions and duties of Mohave County Probation. Incumbents perform assigned routine/standardized or recurring job duties and 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.*

- Greets and works with parties in person and/or on the phone; provides legal information and assistance within the scope of designated authority without providing legal advice.
- Answers calls, determines need/appropriate party, forwards/transfers or takes messages.
- Provides clerical support and assistance as required; works with and assists staff.
- Provides office and customer service support and assistance as required.
- Prepares and types a wide variety of forms, court documents, letters, memos, purchase orders, reports, memoranda and various forms, index cards, form letters, lists, envelopes; proofreads documents.
- Performs computer data entry, retrieves and proofreads data in automated and manual information systems.
- Establishes and maintains routine and complex filing systems; sorts and files case files, memorandums, reports, minutes and other various types of documentation as appropriate for work unit or division policies and procedures; indexes, classifies, codes and files records, reports, and various documents.
- Prepares and processes reports, legal forms, and correspondence; proofreads documents; maintains, tracks and processes records, logs, files; creates and updates various forms; makes photocopies; makes appointments; researches information; updates and maintains a variety of statistical and/or financial files, records, lists and/or logs.
- As assigned, opens and closes files; stamps, sorts and distributes incoming and outgoing mail; transcribes reports; takes payments, issues receipts; posts payments; prepares and makes bank deposit; conducts financial reconciliations; prepares and processes claims, timesheets and payroll.

### 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 court processes, procedures and legal terminology.
- Knowledge of automated word processing and court case management systems.
- Knowledge of data entry and verification procedures.

- Knowledge of the principles of file and records management.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of Mohave County, court and specific probation-related policies and procedures.

**Skill in:**

- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- 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 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 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.
- 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.
- Ability to keyboard, type and transcribe with speed and accuracy.

**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, extreme weather conditions, 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 relevant clerical, customer service, secretarial or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Must be able to type a minimum of 35 words per minute.

**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.