

La Paz County Job Description



COURTROOM CLERK / ASSISTANT JURY COMMISSIONER

Date Approved: 07-06-2020
Department: Clerk of the Court
FLSA Status: Non-Exempt
Classification: Classified
Pay Plan: NE015
Job Code:

Position Summary:

Under direction of the Clerk of the Court, performs varied lead-worker and relatively complex duties in addition to performing numerous in-court and in-office tasks that support the operation of courtroom and office services/functions. When in court, takes the official record of court activities. In the office, performs and assists in providing a wide range of support tasks at the counter, performing data entry, and/or a variety of other tasks and assignments.

Essential Job Functions:

- Specializes courtroom policies and procedures and jury management
- Works at the public counter, in the office environment, or other location as assigned
- Works with varying combinations of public contact, case creation and maintenance, data entry, issuing and accepting documents and forms, docketing and scanning pleadings and performing specific assignments

Duties and Responsibilities:

- Attends court sessions, hearings and trials
- Reviews, updates and brings case documents to court
- Calls cases and swears witnesses
- Handles, coordinates and provides paperwork associated with courtroom activities
- Maintains supplies of in-court forms and documents
- Takes down orders of court, court directives and related information
- Enters data into official court record/recording system; sets and calendars future court activities/events

La Paz County

Job Description



- Accepts and files documents submitted in court
- Responds to questions and inquiries regarding other scheduled court activities, availability of courtroom, etc.
- Controls, oversees and manages exhibits submitted during court proceedings
- Maintains records of exhibits and process for release
- Maintains, compiles and provides statistical and related records
- Works with and updates in-court juror lists; provides other assistance in the handling of juror-related paperwork
- Assists with the rescheduling of cases, and excuse or deferral of juror
- Assists with the compilation of weekly/monthly records and statistical reports;
- Proofreads and edits document
- Checks records and documents for completeness and accuracy for processing and/or further action
- Assists users of the court's, department's or division's services at the public court.
- Responds to inquiries at the counter, by telephone and in writing; conducts research and coordination necessary to provide an accurate response;
- Verifies records and documents, checking for clerical and mathematical accuracy and completeness and processes for further action;
- Creates and maintains both paper and electronic case files and folders; issues required and/or requested court ordered forms, processes, documents

Minimum Job Requirements:

- Any acceptable combination of education and experience equivalent to graduation from high school and useful clerical/office experience related to the assigned area OR an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities
- This classification requires the applicant to pass extensive criminal background and normal reference checks

Required Knowledge, Skill & Ability:

- Applicable State of Arizona statutes, rules, administrative orders, policies and procedures, Federal rules and requirements
- La Paz County policies and procedures
- Legal terminology and court process and procedures
- Work under pressure in a dynamic environment with changing program demands and priorities

La Paz County

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- Establish and maintain cooperative working relationships with court employees, and the public
- Basic principles and practices of record keeping, bookkeeping, case flow management, jury management, automation, and office operations
- Communicate effectively and produce materials for internal use and public dissemination
- Interpersonal skills that supports working with a diverse group of individuals that include judges, court staff, litigants, attorneys and the general public
- Business English, spelling and arithmetic
- Modern office practices, procedures and equipment
- Operate a personal computer utilizing a variety of software applications
- Ability to take complex notes of courtroom and related activity by shorthand and/or other generally accepted professional non-electronic method and transcribe them with accuracy
- Operate office equipment including computer, copy machine, fax, and telephone
- Remain sitting for extended periods; perform repetitive hand, wrist, elbow and shoulder motion for office and computer work
- Requires visual ability for computer work
- Hearing and speech ability for ordinary conversations and in a group environment

Preferred Knowledge, Skill & Ability: None