DEPUTY CLERK OF COURT

Department:	**Magistrate Court**	Class Code:	
Reports to:	**Court Administrator**	FLSA Status:	**Non-Exempt**

GENERAL PURPOSE: Under general supervision, performs general staff support and public contact activities within the Municipal Court.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs public contact work; provides information to defendants without legal advice; directs public to appropriate court.
- Answers phones; directs call to appropriate Court personnel; responds to public access information as requested.
- Processes payments from defendants; provides receipt records.
- Pulls files from collections upon payment; data enters updated coding; data enters dates of completion and destruction on file.
- Processes incoming mail; delivers mail to appropriate staff; processes mail payments; researches requests and related correspondence.
- Types correspondence, reports and a variety of legal forms.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of cases, issues and records.
- Downloads and processes electronic citations; data enters hand written citations.
- Performs data entry regarding case updates and records management.
- Takes telephone pleas and payments for civil traffic violations; directs callers to appropriate authority (e.g. Justice or Superior Court),
- Prepares Notice of Hearings for civil and civil traffic hearings upon not responsible pleas entered by defendants and for signature by the Judge; notifies parties of dates scheduled for proceedings as necessary; prepares extensions for defendants to attend defensive driving programs and payment plans for the review, correction and signature by the Judge and the defendant.
- Processes all payments in accordance with Court Minimum Accounting Standards as required by AOC.
- Assists the Presiding Magistrate in Courtroom for Review hearings.
- Reviews calendar to schedule future hearing dates; prepares minute entries; reviews hearing, collection, orders to pay notices, community service forms, motor vehicle abstracts and breakdowns of the remaining balances on defendant cases.

- Dockets care hearings and updates case status; enters disposition and collection assessment to cases in collections; receives e-mails for potential intercept cases; pulls files to verify information; finalizes tax intercept claims.
- Updates spreadsheets; tracks payments; receipts payments; reviews files and updates on the computer; sets jury and non-jury trials; sets pre-trial dates and calendars, change of plea dates, oral arguments, evidentiary hearings, Harassment injunction, Order of Protection hearings, sentencing documents and counseling referrals for the Presiding Magistrate during real time Court proceedings.
- Provides backup to the Court Administrator for the computer module; adds or deletes users.
- Modifies security access; deletes case information and protective order petitions.
- Views and/or deletes user tracking history; views and/or deletes case status records; deletes/modifies party status records; makes changes to system parameters as required; updates case numbers at the beginning of each new year for Court records turnover; accesses computer technical support as needed; holds administrative rights for the Brazos E* citation program; adds or deletes users; modifies changes and security levels.
- Works with the Court Administrator regarding annual budget planning/preparation; updates budget spreadsheets, especially at the beginning of each fiscal year; tracks annual expenses; writes purchase orders and requisitions; completes procurement documentation; orders office supplies; reviews/approves invoices for payment; submits travel expense forms and meal reimbursement requests for all Court staff.
- Supports the Court Administrator with bond/restitution processing; participates in processing and issuing checks to victims for restitution payments; verifies all restitution payments; reviews sentencing documents for updates when restitution is paid in full; prepares certificates of bond exoneration for bonding agencies or prepares checks for bond poster; tracks bonds and reconciles at the end of each month; dockets cases and updates the case status; updates defendant bond schedules for the Town website.
- Attends mandatory seminars and training.
- Keeps updates on all quarterly and annual training in accordance with Court Minimum Standards as mandated by Arizona Court laws and statutes.
- Maintains absolute confidentiality of cases, issues and records.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and three years of staff support experience, preferably government or financial, or an equivalent combination of education, training and experience.

Bi-lingual speaking ability highly desirable but not required.

Required Licenses or Certifications:

- Possession of a valid driver’s license.

Required Knowledge of:

- Court procedures and legal terminology,
- Court rules and Administrative Code regarding state court operations.
- Proper procedures and formats used for processing a wide range of documents associated with municipal courts.
- Civil traffic laws and procedures.
- Judicial Codes of Conduct and implementation.
- Court Minimum Accounting standards, policies and procedures.
- Basic accounting and bookkeeping.
- Modern office procedures, practices and equipment.

- Uses and applications of personal computers and various software applications.

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Required Ability to:

- Develop and maintain effective working relationships with Town staff, attorneys, external organizations, other Court personnel and the general public.
- Administer the laws, regulations, court rules and administrative codes regarding court operations.
- Establish and maintain various manual and automated records and filing systems.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business and industry specific software.
- Operate a 10-key adding machine.
- Type a minimum of 45 words per minute.
- Maintain strict confidentiality.

Physical Demands / Work Environment:

- Work is performed indoors in a traditional court environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. .

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____ **DATE:** _____