



SENIOR DEPUTY CLERK OF COURT

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

GENERAL PURPOSE: Under limited supervision, performs record keeping, guidelines, procedures 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.
- Performs data entry regarding case updates and records management.
- Prepares case files, records and supporting documentation for court action; reviews case files and materials for completeness prior to court proceedings; files and docketed pleadings in court files.
- Ensures the proper procedures, policies and operations of the Court are followed to ensure legal integrity with State revised statutes, case law and rules.
- Follows policy for case management, calendaring, docketing, records management, collection program, bond schedule, local fines, training, security, facilities, statistics, motions and related areas.
- Maintains the records of the Court and their integrity.
- Files criminal disposition records with the Arizona Department of Public Safety as required by law.
- Schedules all jury and non-jury criminal trials, including establishing the trial calendar; contacts all involved parties; prepares the defendant file folders, computer file and other related documents.
- Sets pre-trial dates, change of plea hearings, oral arguments, evidentiary hearings and Harassment injunctions/Order of Protection hearings; assures all parties are contacted regarding dates and times as appropriate based on the proceedings.
- Reschedules and re-notifies all parties regarding changes in court proceedings.
- Prepares minute entry forms for the Presiding Magistrate to complete during court proceedings.
- Ensures hardcopy and computer files are kept on all civil and criminal cases and are properly maintained and closed out.
- Prepares failure to appear warrants, obtaining signatures and forwarding copies to the Yavapai County Sheriff's Department and the Prosecutor.
- Works with the Court Administrator with short and long-range planning for the Court; recommends plans for future operations and the expansion of the Court.
- Attends mandatory seminars and training.
- Performs special projects.
- Serves as a part-time Civil Traffic Hearing Officer.
- 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.

JOB DESCRIPTION

Senior Deputy Clerk of Court

- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and two years of experience as a Court Clerk or an equivalent combination of education, training and experience.

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 sentencing documents, reset orders, release conditions and civil citations associated with municipal courts.
- Civil traffic laws and procedures.
- Judicial Codes of Conduct and implementation.
- Bookkeeping and basic Accounting.
- Modern office procedures, practices and equipment.
- Use of AZTEC, Liberty Court Reporter, Outlook Calendar, Word Perfect, Excel, Foxit Phantom and various miscellaneous programs as needed.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, attorneys, external organizations, other court personnel and the general public.
- Interpret and implement the laws, regulations, court rules and administrative codes regarding court operations.
- Provide excellent customer service.
- Establish and maintain various manual and automated records and filing systems.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Analyze, appraise and organize facts and evidence and present material in a concise and logical manner.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software, including AZTEC, Liberty Court Reporter, Outlook Calendar, Word Perfect, Excel and Foxit Phantom.
- Type a minimum of 45 words per minute.
- Be proficient with a 10-key adding machine.
- 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: _____