



Senior Court Clerk

Department: Municipal Court

SUMMARY: Performs advanced record keeping, data entry, and public contact work related to the operations of the Municipal Court.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Prepare transcripts of Municipal Court proceedings for appeals to Superior Court; organize case files for transmittal.

Monitor bond processing including but not limited to receipts, disbursement and forfeitures.

Train staff on new processes and/or procedures; may provide general supervision of lower level staff in the absence of the Court Administrator.

Develop and analyze new court procedure in accordance with the law.

Perform public contact work at the counter and on the phone; complete records requests and make certified copies.

Process motions/filings and Notice of Appearances, submit MVD transmissions and verify daily reconciliations reports, complete DPS fingerprint dispositions reports, process payments received and review monthly Call of the Calendar.

Prepare correspondence; type form letters, summonses, complaints, restitution liens, and a variety of forms; compose, organize and send notices and warrants; maintain records and files of notices and warrants sent; process cleared warrants; monitor in-custody status; schedule transport or release.

Accept payments; maintain records of monies received for cash bonds and fees; reconcile cash drawer, prepare daily deposit and reports.

Receive and verify citations from police department and other agencies; maintains calendar for the court and the Judge; coordinate jury selection; prepare courtroom and files for pre-trial and trial cases.

Enter paper citations into software system; process electronically submitted citations; review citations; prepare individual records for Motor Vehicle Department (MVD); forward appropriate information to MVD for suspension or release of suspension.

Update and maintain case files on the case management system (CMS); review files for compliance with court dates and sentencing requirements.

May attend courtroom proceedings; prepare documents generated during court and schedule for future court dates; assist Bailiff.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; Arizona Revised Statutes; general process of court proceedings.

Procedures of a municipal court as it relates to the processing and retention of records.

Basic bookkeeping practices and procedures, analytical skills, pertinent laws.

Skill in:

Establishing and maintaining cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment; proficient typing and data entry; accurate cash handling and money management.

Assessing and prioritizing multiple tasks and demands; maintaining composure and working effectively under stress; meeting deadlines.

Working under little or no supervision for extended lengths of time.

MINIMUM QUALIFICATIONS:

Must possess a high school diploma or GED, and three (3) years paid fulltime court clerical experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be required to be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted:

Formerly: Court Clerk II

Revised: Apr, 2009; Nov, 2014