



Town of Oro Valley Classification Description

Title: **COURT CLERK**
Job Code: 1340
FLSA Status: Non-Exempt

Department: Magistrate Court
Salary Grade: 104

POSITION SUMMARY:

Under close supervision, provides professional customer service to customers in the Court system.

ESSENTIAL JOB FUNCTIONS:

- A. Interacts with the public, defendants and others on a daily basis, in person and on the phone, assisting them in handling their business with the Court, including providing information, accepting payments or other documents and assisting with court dates.
- B. Creates, updates and maintains files, physical and electronic and enters data accurately in case management system.
- C. General clerical duties to include creating/opening new files, file pleadings and documents, pulling files for court sessions, creating and sending notices and other correspondence.
- D. Assists other Court staff with work duties and completes other tasks as assigned.
- E. Complies with Continuing Judicial Education and Training.
- F. Maintains regular and reliable attendance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Court policies and procedures (desired).
- Ability to effectively use personal computer hardware and software to the extent necessary to complete job functions.
- Ability to use complex computer record keeping systems.
- Skill in customer service techniques and methods.
- Skill in preparing, maintaining and filing records, documents, letters and reports.
- Ability to follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Two (2) years' experience in an office or business setting, and/or one year experience in a judicial/court setting, **OR** any equivalent combination of formal education and experience.
- Spanish/English bilingual preferred.
- Must successfully complete a background screening.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.