



Town of Oro Valley Classification Description

Title: **COURTROOM CLERK**
Job Code: 1350
FLSA Status: Non-Exempt

Department: Magistrate Court
Salary Grade: 107

POSITION SUMMARY:

Sets court user's terms of compliance with Court orders in determining their ability to pay court ordered sanctions. Conducts in person interviews and establishes financial payment arrangements. Prepares and maintains court files for court compliance hearings and collections.

ESSENTIAL JOB FUNCTIONS:

- Monitor's defendant's compliance with the terms and conditions set by the Judge; informs State of cases of non-compliance to be reviewed.
- Conducts in person or telephone interviews with court users/defendants to include personal and sensitive economic and legal information to establish financial payment arrangements; analyze financial applications to determine payment arrangements and/or community service.
- Makes collection calls, issues Orders to Show Cause to defendants that are delinquent on their payment arrangements and issues Notices for Failure to Pay; may renegotiate pay orders with defendants unable to meet terms established in previous pay arrangements; prepares and sets court dates.
- Validates and certifies tax interceptions for the Supreme Court Tax Intercept Program; processes payments.
- Monitors and applies credit for community service hours completed.
- Prepares warrants and defaults; refers to collections.
- Calculates fine reductions for various rulings; recalls Fines, Fees and Restitution Enforcement Program (FARE); performs adjustments and collections.
- Prepares compliance court and docket.
- Processes, records and maintains court files in the case management system (CMS) for compliance hearings.
- Directs office staff on procedures and answers any questions relating to their job duties.
- Manages all electronic correspondence and public contact in person and over the phone.
- Maintains calendar for Judge, Pro-Tems and court appointed Attorneys.
- Acts as back up to office staff at the counter.
- Attends courtroom proceedings; prepares documents generated during court, and schedules future court dates; assists Court Security Coordinator.

- Supports the Town's policies, goals and objectives and works with management and other staff to ethically achieve such goals and objectives; ensures compliance with safety procedures.
- Maintains regular and reliable attendance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department procedures, policies and guidelines; Town Code; Fair Debt Collection Practices Act; Magistrate court practices and procedures; legal and court related terminology.
- Knowledge of Magistrate court accounting systems and procedures; basic bookkeeping principles, credit bureau service systems.
- Ability to establish and maintain cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.
- Skill in 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.
- Ability to assess and prioritize multiple tasks and demands; maintaining composure while working with irate or difficult individuals; working effectively under stress; meeting deadlines.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.
- Three (3) years' experience in court clerical duties, one (1) year of which includes court collections or enforcement of court ordered sanctions; OR an equivalent combination of education and experience.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- 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.