



Town of Oro Valley Classification Description

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

Department: Magistrate Court
Salary Grade: 107

POSITION SUMMARY:

Under general supervision, facilitates the flow of documents and people through the court and accurately prepares and performs data entry of all court paperwork.

ESSENTIAL JOB FUNCTIONS:

- A. Assists Judge in court by preparing all documents, assisting with court procedures, preparing Minute Entry orders and recording courtroom proceedings.
- B. Maintains and updates court calendars.
- C. Prepares notices, edits records in the court's case management computer system (AJACS), and notifies appropriate parties regarding court scheduling.
- D. Coordinates court hearings with attorneys, witnesses, victims and any other applicable parties involved in a case.
- E. Monitors courtroom digital audio recording device and prepares digital transcript as required for appeals.
- F. Prepares the courtroom for hearings and trials.
- G. Processes appeal packets.
- H. Monitors motions filed and routes to Judge for ruling.
- I. Monitors and updates forms used in court.
- J. Assists other staff with general office tasks including mailing, answering telephone, responding to inquiries, faxing, copying, typing and filing and other duties as assigned.
- K. Complies with Continuing Judicial Education and Training.
- L. Maintains regular attendance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Court policies and procedures.
- Knowledge of personal computer hardware and software to include AJACS case management software program.
- Knowledge of customer service techniques and methods.
- Skill and accuracy in processing, recording, typing and researching of documents and data.
- Skill in readily adapting to changing work situations and assignments.
- Skill in following verbal and written instructions.

- Skill in establishing and maintaining effective working relationships with Judge, attorneys, staff and the public.
- Ability to maintain confidentiality.
- Ability to remain objective and calm in dealing with emotional and difficult circumstances.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Minimum one (1) year experience in court or court related work, previous customer service and clerical experience; **OR** an equivalent combination of education and experience.
- Must successfully complete a background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.