



Town of Oro Valley Classification Description

Title: **SENIOR COURT CLERK**
Job Code: 1330
FLSA Status: Non-Exempt

Department: Magistrate Court
Salary Grade: 106

POSITION SUMMARY:

Under general supervision, provides support for all court services and collects, tracks, monitors and balances monies due to the Court by defendants.

ESSENTIAL JOB FUNCTIONS:

- A. Provides professional customer service in person and by telephone.
- B. Collects, tracks, monitors and balances monies due to the Court.
- C. Functions as a Cash Clerk by receipting monies, maintaining a cash drawer and running register report.
- D. Monitors probation, restitution and community restitution.
- E. Enters data for citations, summons/complaints and search warrants into the Court computer system.
- F. Processes protective orders, appeals, subpoenas, marriage licenses, FDR disposition and MVD transmissions, and other items as assigned.
- G. Processes bond refunds, conversions, forfeitures, restitutions and overpayments and runs and balances financial reports as required.
- H. Primary backup for the courtroom clerk.
- I. Creates and maintains court files, records and reports.
- J. Assists Court Administrator and or other court staff with work duties and other tasks as assigned.
- K. Complies with Continued 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 at a level required to complete work responsibilities, to include AJACS case management system.
- Knowledge of basic business procedures.
- Knowledge of customer service techniques and methods.
- Skill and accuracy in processing, recording, typing, and researching of documents and data.

- Ability to adapt to changing work situations and assignments and ability to remain objective and calm in dealing with emotional and difficult circumstances.
- 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 a court environment and a minimum three (3) years customer service or clerical support in an office or business setting, **OR** an equivalent combination of formal education and experience.
- Spanish/English bilingual preferred.
- Must successfully complete a background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.