



P i m a C o u n t y C o n s o l i d a t e d J u s t i c e C o u r t
J o b D e s c r i p t i o n

Job Title:	C a s e P r o c e s s i n g C l e r k
Class Code:	5693
Class Title:	Litigation Support Level 2 - Courts
FLSA:	Non-Exempt
Court Status:	Court Classified
Hiring Range:	\$12.0500 – \$14.5370 hourly
Minimum Qualifications:	
High School diploma or equivalent and two years of administrative/clerical experience; OR any combination of education and/or experience as approved by Human Resources.	
Licenses and Certificates:	
None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.	
Summary:	
Provides a variety of customer service, administrative and clerical support for the Pima County Consolidated Justice Court. Includes considerable public contact in person and on the telephone, processing, filing and reporting of case file information from enforcement agencies in accordance with strict Court policies and procedures. Assists the public with filing Pima County Consolidated Justice Court (PCCJC) documents and explaining PCCJC procedures.	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Provides customer service in person and over the telephone by determining the nature of business, assisting the customer and/or referring the customer to the appropriate division or individual; • Process court documents to assure proper filing, distribution, and required actions by assigning codes, determining the type of violation (civil vs. criminal), determining the type of document and corresponding processing procedures following established procedures for processing; • Maintain, monitor and disseminate information relating to the disposition of complaints to provide for the timely and accurate processing of complaints by using computer systems, manual documentation, and verbal and written communication following established court policies and procedures; • Review court or case files for accuracy and completeness, determine next appropriate action, and forward files for proper handling; • Enter data information into department databases; update database information; create new spreadsheets/files; and purge old data as appropriate; research information in data bases to include case information, case status and disposition, and/or criminal background checks; • Maintain and monitor the court calendar and cases to provide an established schedule of cases used to inform all participants and to assure timely hearing dates; • Receive filings and motions from attorneys, process servers, and litigants; • Prepare orders of protection, injunctions against harassment, and related orders for Judge's ruling; • Follow through on court order completion paperwork to insure appropriate court timelines are followed; • Maintain, monitor and disseminate all state mandated victim rights notifications and follow up information; 	

- Receive and date stamp court related and/or legal documents including citations, traffic tickets, letters, motions, docket reports or other case related paperwork; reviews, verifies, and/or records required information; processes documents; makes copies and distributes to appropriate parties; and maintains copies in department or case files;
- Receive and processes payments for fees, fines, and warrants; records payment; updates databases to reflect payment; issues receipts; balances payment receipts; and prepares monies for deposit;
- Distribute legal documents such as court rulings, continuances, subpoenas, dispositions, and other legal records; types letters, summaries and correspondence; prepares folders; maintains department files; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files;
- May specialize in an assigned court services function such as the customer service window, information window, small claims, warrants, long forms, domestic violence, default, bonds, motions, garnishments, dispositions, dismissals, etc. (this list is illustrative and not all inclusive);
- Opens, sorts, separates, arranges, date stamps, files and distributes mail or materials;
- Scans court documents into the court's case management system;
- Create case files, recall warrants, suspend or clear suspensions on driver's licenses, record judgments, and assign counsel;
- Schedule hearing dates, process payments, proofs, certificates, and registration from information received in the mail.

Additional Duties:

- Pull files, schedule hearing dates, enter data into department databases and create receipts for payments received by mail;
- Operate a variety of office equipment such as photo copiers, desktop computers, facsimile machines and scanners;
- Compiles and prepares forms into packets for distribution to the public;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Effective customer service methods;
- General office practices and procedures;
- PCCJC procedures, preparing and maintaining official court records;
- Business English, spelling, grammar and punctuation;
- Basic mathematics.

Skill in:

- Interacting with the public and providing customer service;
- Communicating effectively orally and in writing;
- Understanding and following oral and written instructions;
- The ability to multi-task. Must be able to work on assignments while assisting customers in person;
- Entering and proofreading data utilizing word processing and data bases;
- Operating various office equipment.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

Physical/Sensory Items:

Typically performs duties in an office environment performing frequent data entry. May have to sit, stand, or walk for long periods of time. May lift material or equipment weighing twenty pounds or less.