



Pima County Consolidated Justice Court

Job Description

Job Title:	Courtroom Services Clerk
Class Code:	9000
Class Title:	Administration I - Courts
FLSA:	Non-Exempt
Court Status:	Court Classified
Salary Range:	\$16.0365 - \$24.0543
Minimum Qualifications:	
<p>A high school diploma or the equivalent and two years of experience performing clerical duties in a legal office environment; OR any combination of education and/or experience as approved by Human Resources.</p>	
Licenses and Certificates:	
<p>None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
Summary:	
<p>Provide administrative and clerical support to judges, attorneys and public to ensure accurate and efficient case processing requiring knowledge of legal procedures, terminology, documentation and time constraints, and makes independent decisions regarding the processing of routine legal documents.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Provide administrative and clerical support of a confidential nature to the judges including the Presiding Judge and judges handling a specialty court; • Respond to staff and citizen inquiries and complaints, performs related research, and resolves problem and complaints; • Research case files for completeness and accuracy and prepares the file for court; • Conduct digital recording of courtroom proceedings to document parties' statements and activity in the courtroom; • Review case files prior to court to ensure proper documentation and advise the judge of the case status; • Check defendants in prior to the beginning of court and enters their presence for digital recording purposes; • Enter all case proceedings, dispositions, motions, and court calendar into the appropriate automated systems; • Coordinate all calendar matters with judicial staff, attorneys, litigants, victims and outside agencies according to judicial guidelines; • Schedule events as ordered by the judge; • Manage efficient case flow by ensuring future events are properly scheduled; • Monitor and maintain the integrity of all evidence and exhibits admitted into the court record; • Assist the attorneys and public to ensure they get relevant information pertaining to their case; • Prepare and process appropriate documents from court proceedings and distribute the copies to the proper parties; • Serve as the bailiff in court and jury trials to ensure that jurors are present and assist them as needed; • Operate various office equipment to include desk top computers, video equipment, FTR digital recording equipment; • <u>In addition to regular courtroom duties, complete duties for Initial Appearance Court when assigned :</u> • Review the Pima County Jail's booking sheets; 	

- Complete Conditions of Release and Order forms in preparation for court;
- Process complaints, reports and arresting paperwork;
- Schedule arraignments, pre-trials, case management and preliminary hearings as ordered by the judge;
- Assign appointment of counsel and coordinates essential information with Indigent Defense and court staff;
- Prepare and distribute tentative and final Initial Appearance (IA) calendar;
- Locate and copy courtroom proceedings onto CDs as needed.

Additional Duties:

- Compile statistical data and prepare periodic and special reports;
- Prepare form packets as needed;
- Coordinate pro-tem coverage and calendars;
- Organize courtroom supplies and prepare courtroom for daily proceedings;
- Prepare case history reports;
- Complete special assignments and projects as requested.

Knowledge of:

- Court procedures, preparing and maintaining official court records;
- Recording techniques following Court office practices and procedures;
- Courtroom protocol and legal terminology;
- Business English, spelling, grammar and punctuation.

Skill in:

- Oral and written communication;
- Organizing work with attention to detail;
- Preparing and maintaining court records and adhering to time constraints;
- Interacting effectively with the public and staff;
- Entering and proofreading data utilizing multiple data bases.

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. Work hours vary and include rotating shifts, evenings, weekends, and holidays.

Physical/Sensory Items:

Typically performs duties in an office environment which includes sitting for long periods of time, the ability to multi-task and work both independently and as a team member in a group. May lift material or equipment weighing twenty-five pounds or less.