



# Pima County Consolidated Justice Court

## Job Description

<b>Job Title:</b>	<b>Courtroom Services Lead</b>
<b>Class Code:</b>	9000
<b>Class Title:</b>	Courtroom Services Clerk Lead
<b>FLSA:</b>	Non-Exempt
<b>Court Status:</b>	Court Classified
<b>Minimum Qualifications:</b>	
<p>A high school diploma or the equivalent <b>and</b> three years of experience performing clerical duties in a legal office environment to include <b>one year</b> of courtroom experience <b>OR one year</b> of experience in a lead capacity; <b>OR</b> any equivalent combination of experience, training and/or education as approved by Human Resources.</p>	
<b>Licenses and Certificates:</b>	
<p>None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
<b>Summary:</b>	
<p>Schedule courtroom staff; troubleshoot day-to-day issues with courtroom services clerks and the public providing guidance when needed.</p>	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Champion the values of the court through example and accountabilities;</li> <li>• Assist in the coordination and determination of priorities of work load, monitoring levels of resources, establishing time lines, assigning work, monitoring progress, recommending changes and suggestions, writing, reviewing, and editing reports prepared by staff, and approving completed projects and reports;</li> <li>• Provide customer service by responding to information requests, conducting research, providing solutions to problems, and correcting errors;</li> <li>• Resolve problems by correcting errors in databases, answering questions, identifying, investigating, resolving and reporting problems, and discussing and resolving complaints;</li> <li>• Assist with ensuring that unit work conforms to local, state, and federal governmental regulations, and other applicable rules and requirements;</li> <li>• Assist with the development, implementation, evaluation and interpretation of division policies, projects and procedures;</li> <li>• Promote positive moral in the unit by providing leadership and guidance to staff through example, competency, and accountabilities;</li> <li>• Assist with monitoring employee performance, identifying personnel issues and informing the supervisor, offering feedback to the supervisor regarding employee performance evaluations;</li> <li>• Assist with the prepare and verify time sheets, logging absences and vacation time;</li> <li>• Assist with coordinating staff schedules to ensure adequate coverage;</li> <li>• Ensure standard accounting practices are utilized;</li> <li>• Schedule court interpreters as needed;</li> <li>• Perform calendar overrides for courtroom clerks on a daily basis;</li> <li>• Review and delete cases from the appropriate automated systems;</li> <li>• Assist the manager in responding and answering agency inquiries pertaining to courtroom activity;</li> <li>• Research and complete the weekly criminal purge report;</li> </ul>	

- Copy initial appearance CDs as needed;
- Serve as back-up to courtroom clerks when needed to include courtroom coverage, quashing warrants, entering information into appropriate databases, and retrieving and distributing paperwork from the jail.

**Additional Duties:**

- Assist in the training of unit staff;
- Participate and serve on committees and specialized workgroups as directed by the Case Management Supervisor;
- Order supplies as necessary;
- Complete work projects as assigned;
- Represent the Judicial Services Manager in meetings and trainings when requested.

**Knowledge of:**

- Court procedures, preparing and maintaining official court records;
- PCCJC personnel policies, rules and systems;
- Federal, State and local laws, rules, regulations, mandates and legal procedures for the area of assignment;
- PCCJC Training methods, programs and procedures;
- Courtroom protocol and legal terminology;
- Criminal justice system and legal forms and deadlines;
- Business English, spelling, grammar and punctuation;
- Effective customer service methods;
- Court policies, procedures and practices.
- Effective training and communication techniques.

**Skill in:**

- Coordinating internal activities with other divisions, departments and jurisdictions;
- Coordinating the efforts of support staff;
- Assisting with the development and administration of training/development programs and changes to operating procedures;
- Assessing the impact of new/changed rules, regulations and mandates on activities of assigned areas; Effective oral and written communication;
- Preparing and maintaining official court records and adhering to time constraints;
- Scheduling and organizing work to ensure appropriate court room coverage;
- Entering and proofreading data utilizing word processing and data bases;
- Troubleshooting problems and finding appropriate solutions;
- Effectively training and imparting information to employees.

**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 may require rotating shifts, evenings, weekends, and holidays.**

**Physical/Sensory Items:**

Typically performs duties in an office environment which includes sitting for long periods of time and may lift material or equipment weighing twenty-five pounds or less.