



Pima County Consolidated Justice Court

Job Description

Job Title:	Records Clerk
Class Code:	5692
Class Title:	Litigation Support Level 1 - Courts
FLSA:	Non-Exempt
Court Status:	Court Classified
Minimum Qualifications:	
A High School diploma or the equivalent.	
Licenses and Certificates:	
Valid Arizona Driver's License at the time of appointment. Preference may be given to applicants with specialized certification or licensure relative to the area of assignment.	
Summary:	
Performs records research and production, maintains the Pima County Consolidated Justice Court (PCCJC) files, records, documents and submissions and reports to the Records Supervisor. This position has no supervision responsibilities.	
Essential Duties:	
<ul style="list-style-type: none"> • Champions the values of the court through example and accountabilities; • Researches, retrieves, and delivers county-wide and outside file requests; • Processes and files incoming files, documents, and materials; • Scans documents and case files into case management system; • Sorts, separates, and arranges and files, letters, documents, and materials; date stamps court related and/or legal documents including citations, traffic tickets, accident reports, 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; • Processes PCCJC incoming mail; • Responsible for records retention and destruction following statutes, rules and practices; • Assists court staff, litigants, attorneys, judges and the public in maintaining current official records of PCCJC proceedings; • Composes letters and memoranda regarding file maintenance, procedures and department issues to internal and external customers. • Retrieves and delivers records; • Assists in the preparation of the civil, traffic and criminal courtroom calendars; • Researches and retrieves county-wide and outside file requests; • Maintains numerical PCCJC files and archive systems; • Processes e-mail file requests; • Assists court staff, litigants, attorneys, judges and the public in maintaining current official records of PCCJC proceedings; • Prepares and scans documents and case files into the case management system. 	

Additional Duties:

- Operates a variety of office equipment such as photo copiers, desktop computers, facsimile machines and a cash register;
- Completes duties, special assignments and projects as assigned.

Knowledge of:

- Effective customer service methods;
- PCCJC courtroom and office practices and procedures;
- Criminal justice system, legal terminology, legal forms and deadlines;
- Business English, spelling, grammar and punctuation.

Skill in:

- Preparing and maintaining official court records and adhering to time constraints;
- Interacting with the public and staff;
- Providing customer service;
- Understanding and following oral and written instructions;
- Entering and proofreading data utilizing word processing and data bases;
- Communicating effectively both orally and in writing;
- Operating PCCJC office equipment;
- PCCJC numerical filing system.

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 and may lift material or equipment weighing fifty pounds or less. All positions require excessive walking and bending to lift and/or deliver files. Requires the ability to safely operate assigned cart/utility vehicle. May be subject to extremes of heat, cold, and exposure to the sun, wind, and inclement weather. May be required to traverse moderate distances over difficult terrain.