



Pima County Consolidated Justice Court

Job Description

Job Title:	Records Specialist
Class Code:	5693
Class Title:	Litigation Support Level 2 - Courts
FLSA:	Non-Exempt
Court Status:	Court Classified
Salary Range:	\$12.0500 - \$14.5370 hourly
Minimum Qualifications:	
<p>A High School diploma or the equivalent <u>and</u> two years of experience managing and/or maintaining records; OR any equivalent combination of experience, training and/or education approved by Human Resources.</p>	
Licenses and Certificates:	
<p>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.</p>	
Summary:	
<p>Performs data processing, records research and production, maintains the Pima County Consolidated Justice Court (PCCJC) files, records, documents and submissions. Reports to the Records Supervisor. This position has no supervision responsibilities.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champions the values of the court through example and accountabilities; • Performs customer service functions by telephone and in person; provides information/assistance regarding court proceedings, procedures, documentation, fees, case status/disposition, or other issues; distributes forms and documentation; researches information regarding case status and scheduling; responds to routine questions or complaints; researches problems/complaints and initiates problem resolution; refers difficult questions and complaints to supervisor; • Processes 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; • Enters data information into department databases; updates database information; creates new spreadsheets/files; and purges old data as appropriate; researches information in databases to include case information, case status and disposition, and/or criminal background checks; • 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; • Responds to requests for records redacting confidential information; • Reviews court files for accuracy and completeness, determines next appropriate action, and forwards files for proper handling; 	

- Retrieves and delivers records;
- Prepares courtroom calendars;
- Processes and files incoming paperwork and documentation;
- Scans documents & case files into case management system;
- Processes PCCJC incoming mail;
- Researches and retrieves county-wide and outside file requests;
- Maintains numerical PCCJC files and archive systems;
- Processes e-mail file requests;
- Responsible for record retention and destruction pursuant to 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.

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.