



## Pima County Consolidated Justice Court Job Announcement

*Part-time, Intermittent Case  
Processing Clerk  
Job Number 2016-00359*

### How to apply:

Apply by Friday, October 28,  
2016. Job Number 2016-00359

Applicants may need to pass skill  
assessment testing.

Please apply via the on-line  
application system.

[https://www.government  
jobs.com/careers/pima/j  
obs/1566821/5693-part-  
time-intermittent-civil-  
case-processing-clerk](https://www.governmentjobs.com/careers/pima/jobs/1566821/5693-part-time-intermittent-civil-case-processing-clerk)

**EMAIL (for inquiry only):**  
[employment@jp.pima.gov](mailto:employment@jp.pima.gov)

**Charity Bender**  
**Administrative Services Manager**  
(520) 724-3508  
[www.jp.pima.gov](http://www.jp.pima.gov)

**Compensation and Benefits:** This  
position is 20 hours per week, no  
benefits.

Equal Opportunity Employer  
All applicants must undergo a  
complete criminal history  
investigation.

**Minimum Hiring Rate:** \$12.05 per hour, 20 hours  
per week, no benefits

**Minimum Qualifications:** High School diploma or  
equivalent and two years of administrative/clerical experience;  
OR any equivalent combination of experience, training and/or  
education approved by Human Resources.

**Job Responsibilities:** (for a complete job description email  
employment @ jp.pima.gov)

- Champion the values of the court through example and accountabilities;
- Perform customer service functions by telephone and in person; provide information/assistance regarding court proceedings, procedures, documentation, fees, case status/disposition, or other issues; distribute forms and documentation; research information regarding case status and scheduling; respond to routine questions or complaints; research problems/complaints and initiate problem resolution; refer difficult questions and complaints to supervisor;
- 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;
- 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;
- 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;
- May specialize in an assigned court services function such as the customer service window, small claims, warrants, long forms, domestic violence, default, bonds, motions, garnishments, dispositions, dismissals, etc. (this list is illustrative and not all inclusive).