



Pima County Consolidated Justice Court

Job Description

Job Title:	Court Records Specialist
Class Code:	5937
Working Title:	Court Records Specialist
FLSA:	Non-Exempt
Court Status:	Court Classified
Minimum Qualifications:	
A High School diploma or the equivalent.	
Licenses and Certificates:	
None required.	
Summary:	
Performs general clerical functions including filing court documents and preparing courtroom calendars for the Pima County Consolidated Justice Court (PCCJC). This is a court-classified position that reports to the Records Supervisor. This position has no supervisory responsibilities.	
Essential Duties:	
<ul style="list-style-type: none"> Processes and files incoming paperwork and documentation; Prepares courtroom calendars; Receives, logs, and processes all incoming exhibits; Maintains numerical PCCJC files and shelving systems; Archives files and court records according to their appropriate retention period; Retrieves and delivers records; Processes and delivers incoming and outgoing mail; Logs payments received in the mail according to Minimum Accounting Standards; Creates physical case files and stores them in designated areas; Performs customer service in person, by telephone, and email; Retrieves, sorts, and separates, court documents; reviews, verifies, and/or records required information; processes documents; generates and mails notices; makes copies and distributes to appropriate parties; and maintains copies in case files; Processes public records requests by looking up information in the courts case management system. Manages confidential information according to court rules and procedures. Reviews court files for accuracy and completeness, determines next appropriate action, and forwards files for proper handling; Assists court staff, litigants, attorneys, judges, and the public by maintaining current official records of PCCJC proceedings. 	

Additional Duties:

- Shifts files to make room for new files;
- Scans court documents into the courts case management system.
- Serves as back-up to coworkers;
- Operates a variety of office equipment such as photocopiers, desktop computers, facsimile machines, and scanners;
- Completes duties, special assignments and projects as assigned.

Knowledge, Skills, and Abilities:

- Must have knowledge of general office procedures and practices to include record keeping, filing, and typing forms, documents, and correspondence.
- Must have knowledge of office equipment and software such as Microsoft Word, Outlook, and Excel.
- Must have knowledge of business English, grammar punctuation, spelling, and a good mathematical aptitude.
- Must have the skills to operate a computer to enter and retrieve information in a complex database.
- Must have good organization, time management skills, and problem-solving skills;
- Must have the ability to work independently and under pressure.
- Must have the ability to communicate effectively, both verbally and in writing, with a diverse group of people.

Special Notice Items:

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the need for access to law enforcement, corrections, detention, and court facilities or associated confidential or sensitive information, documents, communications systems, and like materials. Preference may be given to applicants who are Spanish speakers.

A valid AZ driver's license is required at the time of appointment if duties will require court travel reimbursement. The successful applicant will be subject to a 39-month Motor Vehicle Record review to determine the applicant's suitability to operate a motor vehicle in accordance with Pima County administrative procedures. Out-of-state applicants must supply a 39-month Motor Vehicle record from their home state pursuant to Pima County Administrative Procedure 30-31 Driver Qualifications and Authorization.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

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.