



Pima County Consolidated Justice Court

Job Description

Job Title:	Courtroom Clerk I
Class Code:	5814
Class Title:	Courtroom Clerk I, Initial Appearance Clerk
FLSA:	Non-Exempt
Court Status:	Court Classified
Minimum Qualifications:	
A high school diploma or the equivalent and two years of customer service and/or office experience; OR any equivalent combination of experience, training, and/or education approved by Human Resources.	
Licenses and Certificates:	
None required.	
Summary:	
Prepare a daily calendar involving in-custody defendants appearing via video transmission from the Pima County Jail. Provide administrative and clerical support to judges, attorneys, and the public to ensure accurate and efficient case processing requiring knowledge of legal procedures, terminology, documentation, and time constraints, and make independent decisions regarding the processing of routine legal documents. This is a court-classified position that has no supervisory responsibilities.	
Essential Duties:	
<ul style="list-style-type: none">• Research case files for completeness and accuracy and prepares the file for court.• Review the Pima County Jail's booking sheets.• Prepare paperwork, and create files.• Process agency-signed complaints, reports, and arresting paperwork.• Schedule hearings as ordered by the judge.• Assign appointment of counsel and coordinates necessary information with Indigent Defense and PCCJC staff.• Prepare, create, and distribute tentative and final Initial Appearance (IA) calendar.• Distribute, mail, fax, and file all pertinent paperwork to the court's internal and external units and agencies.• Docket courtroom proceedings.• Review case files for proper documentation and bench readiness.• Complete Conditions of Release and Order forms in preparation for court.	

- Be comfortable with and have the ability to adapt to using a variety of different types of technology including but not limited to conducting court business in alternative court-authorized formats such as Zoom, Microsoft Teams, and telephonic hearings.
- Operate various office equipment and applications including Zoom, Microsoft Teams, desktop computers, video equipment, FTR digital recording equipment, and Spillman.
- Requires the ability to work the weekend, holidays, and alternative work hours based on department needs. May require working at an off-site location.

Additional Duties:

- Compile statistical data and prepare periodic and special reports.
- Assist in training new initial appearance clerks.
- Prepare form packets as needed.
- Organize courtroom supplies and prepare the courtroom for daily proceedings.
- Complete special assignments and projects as requested.

Knowledge, Skills, and Abilities:

- Must have knowledge of courtroom protocol and legal terminology;
- Must have knowledge of general office procedures and practices including 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 research facts, analyze, and identify resolutions to issues.
- 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.

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 which includes sitting for long periods of time, the ability to multi-task, and working both independently and as a team member in a group. May lift material or equipment weighing twenty-five pounds or less.