



Pima County Consolidated Justice Court

Job Description

Job Title:	Courtroom Clerk II
Class Code:	5765
Class Title:	Courtroom Clerk II
FLSA:	Non-Exempt
Court Status:	Court Classified
Minimum Qualifications:	
A high school diploma or the equivalent and three years of customer service or office experience; OR any equivalent combination of experience, training, and/or education approved by Human Resources.	
Licenses and Certificates:	
None required.	
Summary:	
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 makes 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;• Conduct digital recording of courtroom proceedings to document parties' statements and activity in the courtroom;• Review case files prior to court to ensure proper documentation and advise the judge of the case status;• Check defendants in prior to the beginning of court and enter their presence for digital recording purposes;• Enter all case proceedings, dispositions, motions, and court calendar into the appropriate automated systems;• Coordinate all calendar matters with judicial staff, attorneys, litigants, victims, and outside agencies according to judicial guidelines;• Schedule events as ordered by the judge;• Manage efficient case flow by ensuring future events are properly scheduled;• Provide administrative and clerical support of a confidential nature to the judges including the Presiding Judge and judges handling a specialty court;	

- Assist the attorneys and public to ensure they get relevant information pertaining to their case;
- Prepare and process appropriate documents from court proceedings and distribute the copies to the proper parties;
- Monitor and maintain the integrity of all evidence and exhibits admitted into the court record;
- Respond to staff, customer, and citizen inquiries and complaints, performs related research and resolves problem and complaints;
- 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 video and telephonic hearings;
- Operate various office equipment and applications including Zoom, desktop computers, video equipment, FTR digital recording equipment, and Spillman;
- **In addition to regular courtroom duties, complete duties for Initial Appearance Court when assigned:**
- Pull up, review, and print the Pima County Jail's booking sheets;
- Process complaints, reports, and arresting paperwork;
- Prepare and distribute tentative and final Initial Appearance (IA) calendar;
- Complete Conditions of Release and Order forms in preparation for court;
- Schedule arraignments, pre-trials, case management, and preliminary hearings as ordered by the judge;
- Assign appointment of counsel and coordinates essential information with Indigent Defense and court staff;
- Copy audio requests, as needed;
- 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 courtroom clerks;
- Prepare form packets as needed;
- Provide assistance to jurors 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.