



City of Casa Grande

Court Clerk

GENERAL PURPOSE: Under general supervision, performs legal clerical work in the support of the operations of a Municipal Court.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assures readiness of court, both physical and clerical, prior to Judge taking the bench; serves as interpreter (English/Spanish) as required.
- Places documents filed in appropriate records; locates missing records for staff and purges inactive records from active files.
- Assists the public at the information counter and on the telephone with filings, applications of procedures and rules, and miscellaneous information.
- Maintains detailed bookkeeping and accounting records for monies received by the court for fines and forfeitures; prepares deposit slips, deposits funds, and forwards copies to designated agencies.
- Maintains court records and charges filed in court cases, and the disposition of each charge.
- Prepares and sends out warrants, complaints, summons and various notices.
- Processes cash bonds posted for trials.
- Prepares and transcribes minute entries.
- Responds to requests for information; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
CourtClerk.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and one (1) year of clerical and computer experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of court procedures, legal terminology and business English.
- Knowledge of rules and regulations regarding civil traffic processes and courtroom behavior.
- Knowledge of basic bookkeeping methods.
- Knowledge of the principles of record keeping and records management.

- Skill in interpreting and applying Court standards and procedures, applicable state rules and regulations, and City policies and procedures.
- Skill in explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: May be required to obtain certification for appointment as Civil Traffic Hearing Officer, and Arizona Committee on Judicial Education and Training (COJET) accreditation is required.

Physical Demands / Work Environment: Standard court environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.