City of Casa Grande

Senior Court Clerk

GENERAL PURPOSE: Under general supervision, performs administrative management and supervisory work in coordinating 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.*

- Supervises all non-judicial court operations and personnel; assists Judge in court case management; responds to questions on court procedures within scope of authority.
- Oversees court operations; analyzes issues, and recommends solutions.
- Prioritizes and assigns tasks and projects; supervises, trains and coaches court staff, and monitors compliance with continuing education requirements; develops staff skills and conducts performance evaluations.
- Assures court procedures are in compliance with Arizona Supreme Court Administrative Orders, and local laws, regulations and standards.
- Maintains compliance with requirements governing statistical reporting, accounting and records management policy and procedures.
- Assures readiness of court, both physical and clerical, prior to Judge taking the bench.
- Maintains court records and charges filed in court cases, and the disposition of each charge.
- Compiles and evaluates statistical data of court activities, operations and procedures.
- Assures accounting and financial transactions are in compliance with applicable Arizona Supreme Court Minimum Accounting Standards and City rules, regulations and ordinances.
- Manages intergovernmental agreements, grants and assigned special projects.
- Responds to requests for information; provides technical information as authorized; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Non-judicial Court staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Criminal Justice or Public Administration, five (5) years court clerk experience with two (2) year's supervisory experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of Arizona court procedures, legal terminology and legal requirements for court operations and case processing.
- Knowledge of the principles and protocols for the management of official documents and court records
- Knowledge of court accounting systems, rules and standards.
- Knowledge of principles and practices of supervision and skills training.
- Knowledge of court facility management and security.

- Skill in setting priorities, planning, assigning, training and supervising the work of others.
- 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 preparing clear and comprehensive written and statistical reports.
- Skill in establishing and maintaining cooperative working relationships with judges, attorneys, law enforcement agencies and other participants in the criminal justice process.
- 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 annual Arizona Committee on Judicial Education and Training (COJET) training 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.