

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Courtroom Clerk  
**OCCUPATIONAL CATEGORY:** Administrative Support  
**DIVISION:** Clerk of Superior Court  
**EFFECTIVE DATE:** 06/03/2020  
**REVISED:** 07/01/21



**CLASS CODE:** J650  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 10  
**STATUS:** Classified

### JOB SUMMARY

Under close to general supervision, undertakes and performs a variety of tasks associated with the handling of statutory and/or locally required Clerk of Superior Court functions within the courtroom. Provides the official record of court activities and assists the Office of the Clerk of Superior Court in performing a variety of pre-court preparation and post-courtroom activity follow-up. As experience is gained, incumbents work more independently on an expanded variety of assigned duties.

### REPORTS TO:

A higher level of authority.

### SUPERVISION EXERCISED

None.

### ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Provides a variety of pre-and in-court services related to the preparation, operation and follow-up of court activities; gathers, reviews, updates and brings court files to court; determines completeness of court file.
- Attends court sessions, hearings and trials; checks electronic and manual recording systems; as instructed/required, calls cases, swears witnesses and/or provides other assistance and support related to the operation of the courtroom.
- Takes minutes of court activities; transcribes minute entries into the official court record.
- Maintains and replenishes courtroom forms and other supplies as required. Provides paperwork to judicial officers, attorneys, litigants and others as required.
- Accepts and files documents submitted in court.
- Assists in the jury process; calls jurors to the jury box; as authorized, assists the judicial officer in conducting juror examination; updates and maintains juror records of attendance and related functions.
- Marks exhibits; maintains responsibility for "chain of custody"; secures exhibits during trial.
- Assists in obtaining fingerprints in the Courtroom.
- Provides assistance and support to attorneys, litigants, witnesses and others as authorized and/or instructed.
- Serves as a liaison between the court, judicial officer and others having business with the court.
- Provides legal information without providing legal advice within the scope of designated authority.
- Assists in case scheduling and related areas; provides alternative dates for consideration related to subsequent court proceedings as required; issues court processes, notices and related court documents.
- Updates and maintains a variety of electronic and manual recording systems, statistical, financial and related records and files.
- As required, provides assistance and service in a variety of areas within the office of the Clerk of Superior Court; works at the counter as needed; assists users of court services in person, on the phone and/or by mail.
- Assists in training others in processes.

## **SECONDARY JOB FUNCTIONS**

- Performs related work as required.
- Performs special assignments as requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and directives.
- Knowledge of Mohave county and specific court policies and procedures.
- Knowledge of the principles of record keeping, bookkeeping, case and caseload management, jury management, automation, and office operations.
- Knowledge of court processes, procedures and legal terminology.

### **Skill in:**

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Skill in reading, understanding, interpreting and applying relevant city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Skill in establishing and maintaining effective working relations with co-workers, representatives from other court and non-court-related governmental agencies, law enforcement, attorneys, prosecution and defense bar, victims, witnesses, jurors, the general public, the news media and /or others having business with the courts of Arizona.
- Skill in operating a personal computer utilizing a variety of commonly used and/or specialized software and/or operation systems/applications.

### **Ability to:**

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures, Department Regulations, and the Code of Conduct for Judicial Employees.
- Ability to take notes of courtroom and related activities and transcribe them with speed and accuracy.
- Ability to maintain confidentiality and work under pressure in a dynamic environment with changing program demands and priorities.
- Ability to remain focused on work tasks in a busy office setting.

## **WORK CONTACTS**

Regular contact with associate personnel, other courts and other county departments, other agencies and the general public.

## **WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.

## **REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

A high school diploma/GED **AND** two (2) years of relevant, progressively responsible legal secretarial, secretarial, clerical, customer service or closely related experience, type 50 words per minute, **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## **SPECIAL JOB REQUIREMENT**

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).

- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

#### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.