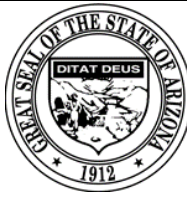


# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Secretary  
**OCCUPATIONAL CATEGORY:** Administrative Support  
**DIVISION:** Superior Court/Probation  
**EFFECTIVE DATE:** 08/04/22



**CLASS CODE:** J691  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 8  
**STATUS:** Classified

### JOB SUMMARY

Under general supervision, undertakes, performs and provides a variety of secretarial, clerical, office services and related support associated with the operation and functions of a court unit or program.

### REPORTS TO:

As Assigned.

### 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.*

- Performs a variety of secretarial and office-related duties for a court unit or program; serves as first point of contact for the court unit/program; works with visitors, callers and others having business with the court unit/program, performs data entry.
- Creates, updates and maintains a variety of Court program-related case files and records; provides input and/or retrieves case related information; as assigned, handles a specialized case load/type; performs required duties as tasks associated with case-type updates and maintenance; tracks cases; provides information and assistance to parties within the scope of designated authority.
- Coordinates meetings, schedules and appointments; prepares meeting room; provides support and assistance as required.
- Attends meetings as assigned/required; takes and prepares minutes, summaries and/or other supporting information as required.
- Works with parties in person and/or on the phone; provides information and assistance within the scope of designated authority without providing legal advice.
- Answers calls, determines need/appropriate party, forwards/transfers or takes messages.
- Drafts, edits correspondence, letters, memoranda and other written documents, provides clerical support and assistance as required; works with and assists staff; opens and distributes mail; makes copies, sends and receives faxes; shreds confidential documents.
- Provides other office and customer service support and assistance as required.
- Updates and maintains office equipment and/or databases; provides on-site troubleshooting and assistance as required; identifies and resolves problems; advises appropriate parties if unable to fix problem(s).

### As assigned to Juvenile Detention:

- Provide support to the Gloria Dusek Compass School
- Provide general assistance with reports and data collection with educational grants
- Assist with registrar duties
- Assist with other juvenile detention/juvenile probation activities as assigned

### 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, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of file and records management.
- Knowledge of the office practices and procedures.
- Knowledge of court processes, procedures and legal terminology.

### **Skill in:**

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, organizing, prioritizing and handling multiple tasks, projects and demands and maintaining strict confidentiality.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software 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 and Department Regulations.

## **WORK CONTACTS**

Regular contact with associate personnel, 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 30 pounds.

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

A high school diploma or GED **AND** three (3) years of relevant, progressively responsible secretarial, legal secretarial, clerical, customer service or closely related experience **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.