

Job Description



COURT CLERK

Department:	Magistrate Court	Revised Date:	September 2008
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GENERAL PURPOSE: Under general supervision, process and maintain court records information and performs a wide variety of general and confidential duties as required by the Camp Verde Magistrate Court; receive, process, and distribute information for various agencies; maintains and ensures quality control of files daily entry.

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.*

- Receives criminal citations from law enforcement, processes citation information as required by law and court procedure; processes monies received from fines; set up Court calendar for trials and pre-trials; prepares all paper work for attorneys and defendants; set up files for pre-trial and trial cases and prepares court room for trials.
- Processes paper work for selection of a jury pool; prepares Orders of Summons to be signed by Magistrate and calls potential jurors from prepared jury list; records required information and prepares copies of jury list for magistrate and attorneys; prepares verdict form for jury foreman and assigns seating for jurors.
- Maintains court financial records, prepares monthly report to Supreme Court and prepares other statistical and financial reports as required.
- Processes court records, answers telephones, and dispenses information on court cases as appropriate; performs related duties to telephone and lobby assistance for the court by assisting other agencies, organizations and the general public in their requests.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None

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MINIMUM QUALIFICATIONS:

Education and Experience:

High school or GED equivalent; AND two years clerical, keyboard experience, and/or customer service experience; OR any combination of education, training, and experience to provide the desired knowledge, skills, and other characteristics.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license, and a clear criminal record.

Required Knowledge of:

- Town and department policies and procedures.
- Modern office filing procedures.
- Streets, buildings, and geography of the Town of Camp Verde.
- Functions, operations, and services of the Magistrate Court and the Town of Camp Verde.
- Public records statutes and confidentiality requirements of court records and information.

Required Skill in:

- Coding and accurately entering data and information into court records systems.
- Retrieving and running a variety of reports from the records system.
- Establishing and maintaining effective working relationships with law enforcement personnel, prosecutors, defense attorneys, agents of the Court, and the public.
- Understanding and following complex and detailed written and oral instructions.
- Operating a variety of office equipment including computer terminals, typewriters, telephones, fax machines, and copiers.
- Meeting attendance requirements.

Physical Demands / Work Environment:

- Work is performed in normal office setting.