



Town of Camp Verde

Vacant Position

POSITION: Court Clerk

POSITION TYPE: Regular, Full-time

STARTING SALARY: \$28,061.00 Annually DOE

CLOSING DATE: Thursday June 7, 2012

LOCATION: Camp Verde, Arizona

EDUCATION AND EXPERIENCE;

Court Clerk experience preferred, 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.

PRIMARY DUTIES AND RESPONSIBILITIES:

- 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.

You may obtain an application from the Human Resources Department or online at the link listed below. All entry level positions require an application even if you send a cover letter and resume. If you have questions, please feel free to contact the Human Resource Department. Cover letters with resumes and/or applications can be [emailed](#), Faxed, or mailed to Darby Martin, the Human Resource Specialist at 473 S. Main Street, Camp Verde, AZ. 86322