

CITY OF GLENDALE

TITLE: Court Clerk III CLASS CODE: 204

REPORTS TO: Court Supervisor GRADE: 19

DEPARTMENT: City Court FLSA: N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Performs specialized judicial and legal support, administrative, clerical, financial, cash handling, and customer service functions in one or more areas of the court. Also, performs supervisory functions in the absence of the supervisor.

ESSENTIAL FUNCTIONS:

1. Performs Court Clerk II functions on an as needed basis.
2. Conducts interviews with defendants after sentencing or arrest; investigates, evaluates and verifies financial affidavits; grants or denies requests for time to pay and warrant cancellation.
3. Evaluate case files to determine necessary action such as probation violation recommendations, arrest warrants, drivers license suspension or tax refund interceptions.
4. Performs tasks such as preparing and canceling warrants and summonses. Reports convictions to other agencies.
5. Assists judges, attorneys and defendants in the courtroom, preparing handwritten motions, orders, and sentencing documents for the court record.
6. Audits and verifies court-specific software data against case files for discrepancies and takes corrective action.
7. Reviews court case files for accuracy and completeness, determines next appropriate action and forwards files for proper handling.
8. Monitors cases for compliance with court orders including restitution, jail time, defensive driving school attendance, counseling, and community service.
9. Compiles and maintains statistical information.
10. Maintains detailed and accurate accounting records of monies received and posted for fines, fees and forfeitures in accordance with minimum accounting standards to control receipt of money and to provide accurate and timely account reconciliation.
11. Assists entry level staff in problem resolution and facilitates training in court operations.
12. Investigates and responds to complex public complaints and requests for service in accordance with established policies and procedures. Assists public in person and on the telephone.
13. Effectively interacts with prisoners, defendants, and victims of crime in potentially volatile situations.
14. Performs supervisory functions in the absence of the Supervisor.

SECONDARY FUNCTIONS:

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

City Code, Arizona court system, Arizona Revised Statutes, Arizona Rules of Civil and Criminal Procedures, and legal terminology.

AZTECH software experience

Skill in:

Use of personal computer, MS Windows, MS Excel, MS Word, Word Perfect, GroupWise, and court-specific software and computer systems.

Effective interpersonal relations.

Word-processing and spreadsheets to create letters, forms and reports.

Mathematics including addition, subtraction, multiplication, division and percentages.

Ability to:

Make independent decisions following established procedures, manuals, and codes.

Follow written and oral instructions.

Read, understand, and accurately complete legal forms and documents.

Interpret and follow complex rules, regulations and procedures.

Apply legal terminology pertinent to court activities and procedures.

Provide quality customer service and handle difficult public contact situations.

Communicate effectively verbally and in writing.

Establish effective working relationships with City staff and the general public.

Operate office equipment including personal computer, copier, fax and courtroom tape recorders.

Work varied hours utilizing flex scheduling.

WORKING CONDITIONS:

Office setting. Stand, sit, reach, bend, stoop, stretch, kneel, twist and turn the body and adapt and move between workstations and job tasks repeatedly during a single shift.

MINIMUM QUALIFICATIONS:

Two years of college education and one year of court experience or three years of court experience.

Any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

None.