



CLERK OF THE SUPERIOR COURT PIMA COUNTY

JOB DESCRIPTION



CLASS TITLE: SUPPORT CLERK
CLASS CODE: 8800
PAY GRADE: 33
RATE OF PAY: \$12.1599 - \$18.2395
FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION:

Performs specific assigned clerical support and customer service tasks of minimal difficulty under direct supervision. Responsibilities include, but are not limited to, direct interaction with the public to communicate court-specific procedural information, accurately inputting data into a computer system, processing court documents, filing new cases, and issuing minute entries.

ESSENTIAL FUNCTIONS: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

- Inputs data into computer system;
- Receives, categorizes, and processes legal documents;
- Receives, balances, and performs daily processing of cash, check, and credit payments;
- Interacts directly, both on the phone and in person, with the general public, legal community, and court personnel;
- Performs research on a variety of issues related to legal documentation and case filings;
- Maintains a high level of confidentiality in all work-related activities;
- Operates various office equipment.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- May perform tasks such as typing, filing, data entry, word processing, reception, message and/or mail delivery, cashiering, and bookkeeping;
- Performs other duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- English composition, grammar, punctuation and spelling;
- Office practices and procedures;
- Automated information systems;

Skill in:

- Computerized keyboarding (A minimum skill level may be required. This skill level will be determined through a standard computerized keyboarding skill test.);
- Customer service, i.e., the ability to effectively, politely, calmly and professionally interact with the public in problematic situations as well as with other court personnel and other jurisdictions;
- Skill in the use of an automated system;

Support Clerk—General

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Ability to

- Comprehend, research and provide timely response to work-related issues;
- Identify organize and sort legal paperwork;
- Read and understand minute entries and court paperwork;
- Work quickly, accurately and switch focus between multiple tasks;
- Learn and operate a variety of office machines: fax, photocopier, and duplicators, filing systems, calculator and cash register;
- Follow brief oral and written instructions quickly and accurately;
- Communicate effectively, both orally and in writing, with the judiciary, the general public, attorneys, law enforcement, court personnel and agencies;
- Plan and coordinate activities to meet time constraints;
- Interpret court orders and other court-specific documents;
- Research and verify completeness and accuracy of specific information.

MINIMUM QUALIFICATIONS:

Net typing score of 25 words per minute for some positions. Applicants must have taken the Clerk of the Court numeric and alpha-numeric data entry test in the past 12 months. Data entry skill will be considered in the selection process.

Some experience is required in performing tasks such as typing, filing, data entry and/or word processing, reception, message and mail delivery, cashiering, bookkeeping, and using various types of office equipment. (Relevant education may be substituted for the aforementioned experience).

LICENSES AND CERTIFICATES:

None required

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment. Lifting of 25 to 35 lbs. is required in some assignments.

DISTINGUISHING CHARACTERISTICS:

This is a **court-classified** position that reports directly to a Unit Supervisor. This position is part of a Division of the Office of the Clerk of the Superior Court.

This position description is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.