



CLERK OF THE SUPERIOR COURT PIMA COUNTY

JOB DESCRIPTION



CLASS TITLE: COURTROOM CLERK 1

CLASS CODE: 8900

PAY GRADE: 47

RATE OF PAY: \$16.5208

FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION:

Independently performs complex work involving extensive knowledge of legal procedures and court hearings, statutes and rules of Court for specific legal disciplines. The position provides exposure to the various court proceedings to which courtroom clerks are assigned. Under minimal supervision, performs specific legal clerical tasks of moderate to high difficulty, assists and/or takes and transcribes minutes of court proceedings, prepares court orders and documents, and performs related work as required. Able to perform duties for a multiple of judicial benches as assigned.

ESSENTIAL FUNCTIONS:

- Records and/or takes minutes of a variety of court proceedings, including oral motions, stipulations, avowals, rulings and orders
- Transcribes from steno machine, shorthand notes or from recordings and produces minute entries and court-related paperwork on the computer under the review and/or guidance of Courtroom Clerk Instructions
- Administers oaths to witnesses, jurors, interpreters and bailiffs/law clerks
- Assists and/or completes all chain-of-custody documentation for law enforcement
- Receives and marks exhibits (including drugs, weapons and/or blood borne pathogens), completes exhibit list and insures safekeeping of exhibits
- Releases exhibits, which have been admitted into evidence, to the jury during deliberations and/or to counsel and law enforcement after trial
- Impanels, draws alternates and polls jurors
- Reads charges and reads and records verdicts
- Assists and/or records matters taken under advisement to insure judge's ruling within the time limitations prescribed by law
- Prepares certified copies, orders and reports in an expedited and/or timely manner within a defined timeframe
- Develops and procures related exhibits and transcripts prior to court proceedings when necessary
- Must maintain a high level of confidentiality in everything that is done

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Performs related duties as necessary.

KNOWLEDGE, SKILLS AND ABLITIES:

Knowledge of:

- English composition, grammar, punctuation and spelling
- Office practices and procedures
- Word processing and Windows environment
- Legal terminology and legal forms
- Court proceedings

Skills:

- Ability to take notes and transcribe/edit from recording equipment or shorthand or steno notes
- Ability to work in Word Perfect, MS Word and Windows environment
- Ability to organize and prioritize multiple assignments simultaneously
- Ability to work well under pressure
- Ability to follow brief oral and written instructions quickly and accurately
- Ability to organize and prioritize assignments
- Ability to meet and communicate, both orally and in writing, with the judiciary, public, attorneys, law enforcement and court personnel and agencies

MINIMUM QUALIFICATIONS:

- Typing 45 w.p.m. and demonstrated proficiency in composition, grammar and punctuation.
- Demonstrated ability to function in a variety of judicial disciplines.

LICENSES AND CERTIFICATES:

None required

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment. May lift files, materials or equipment. Must be able to lift 25 lbs.

DISTINGUISHING CHARACTERISTICS:

This is a **court-classified** position and reports to a Lead Courtroom Clerk, Unit Supervisor and/or Courtroom Clerk Division Director. The classification, Courtroom Clerk I is a fully functioning Courtroom Clerk, having demonstrated abilities and skills in recording, transcribing, and editing minutes of court proceedings, as well as performing the diverse responsibilities and duties of the courtroom clerk in all disciplines, which at the Adult Division includes all criminal, civil, domestic, mental health and probate matters. At the Juvenile Division this includes criminal (delinquency), dependency, guardianship, severance, and adoption. Certification as a Courtroom Clerk is awarded upon successful completion of the entry Courtroom Clerk classification at the assigned location, either Adult or Juvenile. This position may be the sole representative of the Clerk's Office in the courtroom.

Date: 08/20/07
Revised: 03/07/14
02/25/15