



Job Description

COURT SUPERVISOR

DESCRIPTION: Under direction and general supervision of the Clarkdale Magistrate, this position performs legal, clerical work in support of municipal court operations which require proficiencies in a variety of administrative areas. This is currently a full time, single-person position with court operating one day each week. This position is responsible for oversight of court administration and related processes, and supervision of department staff, if any. As needed, this is a front desk position which provides assistance to incoming customers, visitors and phone callers.

CHARACTERISTICS: Positions in this class are characterized by a thorough knowledge of office administrative duties and functions, and court procedural processes, administrative and clerical tasks. An employee successful in this position performs duties with minimal supervision and at times considerable independence. Job functions require the ability to think independently, use discretion and good judgment, apply strong communication and customer service skills, and follow and carry out written and verbal direction. Abnormal working hours may be required from time to time. This is a full time, FLSA non-exempt, at-will position.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:

- 1) Participates in the implementation of goals, objectives, policies and priorities of the Town and the Clarkdale Magistrate Court;
- 2) Complies with any policies adopted by the Clarkdale Municipal Court;
- 3) Assists the Magistrate as needed and supervises the organization, operations and administrative activities of the court;
- 4) Assists the judge in all courtroom hearings, criminal proceedings, trials and civil hearings while on the bench;
- 5) Interacts efficiently and effectively with the public, coworkers, judges, attorneys and other business professionals on a daily basis;
- 6) Establishes and maintains effective working relationships internally with Town employees and supervisors and externally with media, government organizations, the legal community, the justice system and the public;
- 7) Complies with [Arizona Code of Conduct for Judicial Employees \(2010\)](#), as amended;
- 8) Provides management and oversight of court records; maintaining, monitoring and disposing as applicable;
- 9) Ensures that financial operations related to the receipting and allocation of fines, fees, and restitution is accomplished in accordance with the [Minimum Accounting Standards](#) as promulgated by the AZ Supreme Court;
- 10) Prepares, creates and processes correspondence, reports, legal documents, orders, arrest warrants, and various forms;
- 11) Reviews documents and forms for the Magistrate's approval;
- 12) Records and transcribes dictation at court proceedings and minutes as needed or required;
- 13) Maintains the court calendar and docket and related documents; coordinates department activities with the County, state agencies, local jurisdictions, courts and the Town;

(ESSENTIAL FUNCTIONS AND DUTIES continued)

- 14) Prepares and maintains statistical court data, compiling related reports as needed or required;
- 15) Supervises the coordination and assignment of community restitution service work programs;
- 16) Enters pleas and assesses sanctions on civil traffic charges; schedules civil traffic hearings and processes any appeals;
- 17) Processes citations and long form complaints electronically; enters petitions and orders of protection/injunctions against harassment and schedules subsequent hearings relating thereto; prepares summonses and subpoenas; enters search warrants; documents case activity;
- 18) Certifies court documents as needed or required;
- 19) Procures and monitors office supplies;
- 20) Initiates, maintains and/or documents a variety of files, records, processes and procedures;
- 21) Participates in the hiring, training, supervision and performance review of subordinate court staff;
- 22) Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and/or Experience

Any combination of education and/or experience that provides the knowledge, skills and abilities necessary for satisfactory job performance will be considered. Preferred applicants will have prior court experience. A preferred example of combined experience includes an Associate's Degree in Business or Public Administration or a closely related field and at least three (3) years' experience working in a Court. Existing COJET accreditation is preferred. Familiarity with use of the AZTEC management information system and Liberty Recording System is preferred.

Special Requirements, Licenses, Training and/or Certificates

- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ongoing certification as needed.
- Must participate in and successfully complete annual COJET training.

Knowledge, Skills and Abilities

- Knowledge of modern office practices, procedures and equipment;
- Knowledge of the criminal justice system and the Arizona Revised Statutes as they apply to municipal courts;
- Knowledge of general accounting principles;
- Knowledge of processes, forms and documents and legal terminology involved with municipal court functions and procedures;
- Skills and abilities to provide efficient and effective customer service;
- Skilled in the principles and practices of case flow, fiscal, records, personnel and office management;
- Skilled in the use of computer and various software and the ability to use multiple technologies as daily working tools;
- Ability to keyboard data entries into the AZTEC (or its replacement) court management program;
- Ability to operate the Liberty Recording System in the court during all proceedings;
- Ability to maintain confidentiality of court matters;
- Ability to read and understand legal and law related documents filed with the court; statutes, ordinances, forms and correspondence received by the court;
- Ability to maintain a courteous, helpful and professional image in dealing with individuals from various socioeconomic, ethnic and culturally diverse backgrounds;

(KNOWLEDGE, SKILLS and ABILITIES continued)

- Ability to efficiently, professionally and courteously resolve customer service issues and complaints;
- Ability to effectively communicate whether verbally or in writing at all levels professionally and with individuals from various socioeconomic, ethnic and culturally diverse backgrounds;
- Ability to prepare and maintain accurate documents, records and reports;
- Ability to identify opportunities to improve the efficiency and effectiveness of court operations;
- Ability to establish and foster positive and effective working relationships;
- Ability to set goals, organize and prioritize, and to work independently, at times under time constraints and deadlines;
- Ability to exercise initiative, apply sound judgment and produce reasonable recommendations;
- Ability to be flexible in the face of change.

Physical Requirements

This classification involves work that requires:

- Vision sufficient to read technical, legal and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the phone or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to safely work in office settings and similar environments;
- Dexterity sufficient to safely operate office equipment including computers;
- Strength sufficient to lift, carry and move ten (10) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

Working Conditions

- Work is regularly performed within an inside office environment.
- The noise level is varied but usual to that of an inside office environment.
- The employee may be required to walk over uneven flooring or terrain.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The Town of Clarkdale is a drug-free, smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.