

LA PAZ COUNTY
JUSTICE COURT CLERK
JOB DESCRIPTION
(Revised 04/28/10)

**Nature
of
Work**

Under general supervision, performs legal clerical duties in the civil, criminal, traffic sections of a Justice Court and others duties or special projects as may be assigned.

**Typical
Duties**

ACCOUNTING:

Receives and receipts fines, bonds, fees and other monies according to minimum accounting standards; verifies receipts, deposits, files, and daily banking reports; prepares daily, monthly, and annual reports; prepares bank deposits; maintains checkbook and issues checks on behalf of the Court; reconciles bank statement with check register, ledger and computer reports; serves as contact person for accounts receivable and accounts payable; prepares and maintains payment agreements and ledgers; forfeits bonds and refunds bonds as required; maintains Change Fund and Petty Cash (i.e. verifies expenditures and cash balances, submits receipts and revolving funds requests to County Treasurer); prepares invoices as required; distributes money received to County Treasurer and Arizona State Treasurer; receives invoices and packing slips from vendors and prepares demands for Board of Supervisor's approval; reconciles bond account; handles dishonored payments to the court according to procedures manual.

TRAFFIC, BOATING, and CRIMINAL PROCESSING:

Performs all case docketing; calendars and sets trials, hearings, initial appearances, continuances; prepares court orders; maintains contact with County Attorney and Defense Attorney as required; prepares Nature of Proceedings; orders juries; verifies service on defendants/officers; prepares warrants and complaints; notifies MVD of noncompliance by defendants; prepares fine letters; notifies defendants of right to appeal; prepares appeal transmittals to Superior Court; maintains files on completion of traffic school (i.e. completion, fees received, notification of non-attendance, authorize continuances if approved); serves as court bailiff as needed..

CLERICAL:

Answers phone and assists public at counter regarding traffic ticket and complaints, advises defendants of options, fine amounts, court procedures and payment alternatives; prepares affidavits and marriage licenses; prepares correspondence including letters to defendants and various enforcement agencies; prepares statistical reports; processes incoming mail including monies, motions, and other correspondence (i.e. open mail, match correspondence with citation and take appropriate action by distributing as required); receives long form complaints and citations and enters same in court's computer program; prepares

files; determines classification and fine amounts; confirms docket entries, file, sentencing, and compliance to determine if case is completed and meets requirements for disposal; supervises and trains new personnel, volunteers, and community service workers as required; explains forms to defendants as required; accepts and logs community service as per payment agreements; may serve as interpreter for court as needed and if qualified; contacts Supreme Court as required; prepares court procedures and revises same as knowledge increases; schedules equipment repair as needed; inventories court supplies and procures necessary items.

CIVIL

Accept filings of Orders of Protection, Injunctions Against Harassment, Civil Filings up to \$10,000.00, Forcible Detainers and Small Claims; answer Civil questions by phone and at the courter as permitted without giving legal advice; docket and indexes all cases; sets hearings and trials as required; obtains court reporter as necessary; prepares orders and correspondence; verifies service of summons and complaints; prepares appeals for transmittal to Superior Court; prepares inactive Notices and dismissals accordingly; prepare various other civil forms and correspondence; and tracks cases for time limitations.

Knowledge,

Skills &

Abilities:

Some knowledge of court procedures and legal terminology. Good knowledge of general office practices and procedures.

Skill in operating standard office machines including computers and various programs, typewriter, 10-key calculators, fax, and photocopier.

Ability to understand and process legal documents; ability to establish and maintain effective working relationships with others; ability to prepare accurate documents and reports; ability to type.

Minimum

Qualifications:

High School Diploma, or G.E.D. Certificate or an equivalent combination of education and experience that demonstrates the capacity to perform the duties of the position.

Full Time

Position:

\$11.33 per hour