



ANNOUNCEMENT

EMPLOYMENT POSITION AVAILABLE

Job Title: Court Clerk
Job Location: Youngtown Municipal Court
Emp. Type: Full-time, FSLA Non-Exempt
Salary: Pay Range \$42,000 - \$64,337 (D.O.E.).
Open Date: Wednesday, July 27, 2022
Of Openings: 1
Deadline to Apply: Open Until Filled

Brief Description

The purpose of this position is to perform specialized duties in accordance with Court policies and procedures, which involves considerable public contact and knowledge of court cases with judicial instructions. This is accomplished by performing a wide variety of duties including legal support, clerical, cash handling, data entry, and responding to and resolving customer inquiries. Other duties may include completing related tasks as assigned.

Salary range \$42,000 - \$64,337 (D.O.E.). Full-time status will be 40 hours per week.

Education: High School Diploma or equivalency.

Experience Desired: 1-2 years Municipal Court related experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.

Submit application to Jeanne Blackman, Town Manager, 12030 Clubhouse Square, Youngtown, Arizona 85363



2022 SELECTION OF COURT CLERK

POSITION SELECTION IS OPEN UNTIL FILLED

✚ PACKET INCLUDES:

- **JOB DESCRIPTION**
- **APPLICATION FOR EMPLOYMENT FORM (INCLUDE RESUME')**

✚ BENEFITS INCLUDE:

- **SICK LEAVE**
- **COMPENSATORY TIME**
- **MEDICAL**
- **DENTAL**
- **VISION**

✚ PLEASE RETURN COMPLETED PACKET TO:

**JEANNE BLACKMAN, TOWN MANAGER
TOWN OF YOUNGTOWN
12030 CLUBHOUSE SQUARE
YOUNGTOWN, AZ 85363
jblackman@youngtownaz.org
623.933.8286**



Town of Youngtown

12030 Clubhouse Square
Youngtown, Arizona 85363

JOB TITLE: COURT CLERK/JUDICIAL ASSISTANT

Department: Municipal Court

Immediate Supervisor: Court Administrator

Origination Date:	07/22/2010
Revision Date:	7/26/2022
FLSA Status	Non-Exempt

BRIEF DESCRIPTION: The purpose of this position is to perform specialized duties in accordance with Court policies and procedures, which involves considerable public contact and knowledge of court cases with judicial instructions. This is accomplished by performing a wide variety of duties including legal support, clerical, cash handling, data entry, and responding to and resolving customer inquiries. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS
Performs a variety of clerical functions such as typing correspondence, sorting and distributing all mail within an assigned team and helps other team members accomplish completion of work assignments.
Sets arraignment and plea dates, prepares and issues summons for court appearances and issues warrants for arrest and license suspensions and add cases to collections program.
Responsible for accepting and posting cash and other forms of payment and for reconciling daily, monthly and yearly receipts and making deposits as necessary.
Prepares and processes a variety of cases including misdemeanor, civil and criminal traffic, town code violations, marriage licenses and other matters.
Provides quality customer service and information by phone or in person to those whom the court serves, both internally and externally.
Schedules and amends the court docket, coordinates court dates and issues notice of appearance and minute orders.
Records information during court proceedings, noting any court action on various documents.
Provides input for streamlining or improving existing data entry processes or procedures
Investigates and handles problems and complaints from the public and other agencies.
Submits complete Court records of appeals to Superior Court in a timely manner.
Maintains permanent records according to legal retention policies.
Inputs court records utilizing court-specific software.
Processes and prepares records for court sessions.
Performs other duties as assigned.

QUALIFICATIONS

FORMAL EDUCATION: A high school diploma or GED equivalent.

EXPERIENCE: Minimum two years court experience involving direct public contact, customer service, data entry, clerical and cash handling. Experience with AJACS Computer Software required.

KNOWLEDGE & SKILLS: General office and business practices; accounting principles; ability to operate a variety of office machines, exercise confidentiality in court matters, establish and maintain effective working relationship with superiors, the public and other staff members. Court policies, procedures and regulations. Microsoft Windows Office products.

LICENSING and OTHER REQUIREMENTS: None

ADDITIONAL INFORMATION: Experience in collections enforcement highly desirable. Ability to speak, read and write Spanish a plus.

INTERPERSONAL/HUMAN RELATIONS SKILLS: HIGH – Often involves contact with others in the organization and may involve decision making for purchases or projects. In addition, these employees work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Meetings and discussions may be conducted with staff, residents and other policing agency contacts.

OVERALL PHYSICAL STRENGTH DEMANDS: LIGHT – Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree; sitting majority of time.

PHYSICAL DEMANDS: Ability to sit for long periods of time; ability to lift, push, or pull up to 25 pounds; ability to operate a variety of standard office equipment such as a computer terminal, telephone, 10 key calculator, copy and fax machine while requiring continuous and repetitive arm, hand and eye movement, ability to travel to and from meetings and various city locations.

CONTINUOUSLY

Vision: Computer, desk work, reading, writing, investigations, use of office equipment, driving.

Hearing: Telephones, co-workers, staff, supervisor, meetings, presentations, training classes

Talking: Telephones, co-workers, staff, supervisor, meetings, presentations, training classes

FREQUENTLY

Standing: Inter-office

Sitting: Computer, desk work, paperwork, answering telephone, meetings

Walking: Inter-office, to/from courts

Handling: Evidence, paperwork, reports, files

Fine Dexterity: Computer keyboard, writing, taking photographs, telephone keypad, calculator

OCCASIONALLY

Lifting: Property, evidence, paperwork, reports, files

Carrying: Property, evidence, paperwork, reports, files

Pushing/Pulling: Boxes, evidence, doors, filing cabinet drawers

Reaching: Filing, office supplies

Twisting: Filing, inspections

RARELY

Kneeling: Inspections, retrieving dropped items

Crouching: Inspections, retrieving dropped items

Crawling: Inspections, retrieving dropped items

Bending: Inspections, retrieving dropped items

Climbing: Stairs, ladder

Balancing: Stairs, ladder

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS: Vehicles, telephone, computer, printer, Internet, and Arizona Office of Court System. Copy machine, fax machine, cellular phone, projector, scanner, Microsoft Windows, Office software and Office Outlook.

ENVIRONMENTAL FACTORS:

Health and Safety:

Primary Work Location(s): Office Environment

NON-PHYSICAL DEMANDS:

FREQUENT – Time Pressures, Frequent Change of Tasks, Performing Multiple Tasks Simultaneously, Working Closely with Others as Part of a Team

OCCASIONALLY – Noisy/Distracting Environment with interruptions; Tedious/exacting work.

EXPECTED BEHAVIOR: The employee is expected to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Train, develop, nurture, and mentor all employees
- Encourage teamwork and participation by all employees
- Lead by example
- Strong safety principles and safety awareness
- Active participation in town-wide activities
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

In preparing this job description, the Town of Youngtown is reflecting the general details as needed to describe the principal functions of this job, the level of knowledge and skill required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.

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 employer and requirements of the job change.

Have you ever been convicted of any violations of federal, state, local or military law or statute?
 Yes ___ No ___ (if yes, explain

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

HAVE YOU EVER BEEN TERMINATED OR FORCED TO RESIGN DUE TO MISCONDUCT OR UNSATISFACTORY SERVICE? YES ___ NO ___ IF YES, PLEASE EXPLAIN: _____

EDUCATION, TRAINING AND SKILLS

CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 OR GED

Colleges/university or Trade Schools	City/State	Major Coursework	Sem. Hrs.	Degrees Completed

Professional Certificates, Licenses or Memberships:

Driver's License? Yes ___ No ___ Classification _____ License Number _____

List any specialized training you may have received that relates to this position (include number of hours and course content)

List any equipment that you are able to operate that relates to this position

Language Proficiency (other than English)
 Language _____ Speak _____ Read _____ Write _____

Have you ever served in the U.S. Armed Forces? ___ yes ___ no
 From (mo/yr) _____ To: _____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
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_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	To _____ To _____ To _____ To _____ _____ _____ _____ _____ _____ _____ _____
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May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
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_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	To _____ To _____ To _____ To _____ _____ _____ _____ _____ _____ _____ _____
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May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

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_____ _____ Supervisor _____	_____ _____	_____ _____	_____ To _____ _____ To _____	_____ _____
Phone # _____ # of employees you supervise: _____	_____ _____	_____ _____	_____ To _____ _____ To _____	_____ _____
_____ _____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

EOE

READ THIS APPLICATION AND YOUR ANSWERS BEFORE SIGNING BELOW

By signing this application, I certify that all information on this form is true to the best of my knowledge, and any omissions or mis-statements of facts may be cause for rejection of this application or discharge from Town service. I also authorize the Town of Youngtown to make all necessary and appropriate investigations allowable by law to verify the information provided. It is my responsibility to keep my department head advised about any changes of address or phone numbers.

_____ DATE

_____ SIGNATURE