



# Town of Fredonia Job Description

**Position:** Court Clerk  
**Department:** Administration  
**Reports To:** Magistrate  
**Classification:** Non-exempt  
**Salary Range:** DOE

## **NATURE OF WORK:**

Under supervision performs legal work of moderate difficulty recording and documenting court proceedings for hearings of various complexity and duration, processes and distributes court documents and legal papers; interacts with judicial officials, attorneys, court staff, criminal justice officials and parties in all types of actions; performs related work as assigned.

## **TYPICAL DUTIES:**

- Attends court hearings of various complexity and duration, including but not limited to arraignments, default dissolutions, probate annual accounting and others as assigned.
- Determines, summarizes and records the points and decisions reached during the proceeding
- Extracts the information collected in the courtroom and prepares a cohesive, understandable Minute Entry
- Accesses, inputs and maintains data in automated case management system
- Provides a monthly recap of all under-advisements and statistics of hearings attended
- Interprets, explains and applies specific statutes, code regulations and procedures
- Takes, transcribes and docketing courtroom dictation
- Processes and distributes official records of formal orders and other official and legal documents at the direction of the Judge
- Maintains control of case files during Court hearings and assures files are available at the scheduled time
- Updates Court and judges' calendars based on Court orders and coordinates calendars and schedules with Judicial Assistants
- Keeps records of matters taken under advisement to assure judge's ruling within legally set time limitations
- Marks and maintains all submitted exhibits and assures exhibits are available at scheduled hearings
- Certifies documents
- Reads information or indictment preceding criminal trials
- Closes out criminal case files
- Issues bench warrants; prepares and maintains files
- Annual Judicial training
- Performs other duties as assigned

## **DESIRED MINIMUM QUALIFICATIONS**

Two years' experience in a business environment or training in business procedures; must have keyboarding skills of 50 words per minute.

### **Preferences:**

Court or legal experience

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of:
  - Use of modern office equipment
- Working knowledge of:
  - Arizona statutes and Rules of Procedure
  - Court and legal terminology and procedures
  - Modern office practices, procedures and equipment
  - Legal terminology and business English
  - Computer applications
- Ability to:
  - Make sound decisions in accordance with regulations, policies and procedures
  - Maintain confidentiality of court matters
  - Perform complex paperwork processing and calendaring tasks with speed and accuracy in a courtroom environment
  - Meet deadlines and maintain work flow
  - Type accurately
  - Accurately maintain records and prepare reports
  - Work safely and support the culture of work place safety
  - Establish and maintain effective working relationships with employees, other agencies and the public
  - Follow written and verbal instructions
  - Communicate effectively verbally and in writing

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; successful completion of pre-employment drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.