

ARIZONA COURT OF APPEALS, DIVISION ONE
DEPUTY CLERK II

SUMMARY: Deputy Clerks are responsible for the day-to-day operation of the Court. Under the direction of the Clerk of the Court and Operations Manager, deputy clerks' process appellate cases; including, but not limited to receiving, processing, and distributing documents and information regarding cases; assisting customers in person, by telephone and via electronic means; preparing legal documents, maintaining the court's records and other court-related functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are not intended to be an exhaustive list of all required responsibilities, duties and skills. Other similar duties may be added, or the description amended at any time based on business need. To perform this job successfully, the Deputy Clerk must perform each essential duty satisfactorily.

- Screen cases for compliance by applying court rules and statutes.
- Prepare and process cases, and other court-related documents.
- Maintain focus and attention to complete a series of tasks over the course of a day.
- Provide excellent customer service to both internal and external customers in person, over the phone and in writing.
- Maintain confidentiality of any information or documents that are not public.
- Analyze information contained in court documents.
- Create and maintain accurate court record.
- Engage in professional level discussions with Judges, Judges' staff, Staff Attorneys, attorneys, and the general public.
- Apply critical thinking skills to ensure information is correct and accurate.
- Express thoughts clearly, both orally and in writing
- Use the court's case management system to review and enter information.
- Use the electronic clerk review system to review and access electronically filed documents.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively organize and manage multiple tasks simultaneously.
- Ability to follow directions verbally and in writing.
- Ability to carry out routine tasks with a high degree of accuracy.
- Ability and willingness to accommodate changes in responsibilities, duties, and procedures to handle multiple priorities.
- Initiative and sound judgment in decision-making.
- Ability to pay close attention to detail.
- Ability to work well in a busy, professional environment.
- Ability to use various office technologies such as scanners, web-based applications, and MS Office Suite products in performing work duties.
- Knowledge of general office procedures such as electronic file organization, communication through email, etc.
- Ability to work in a computer-based data-entry environment.
- Ability to optimize office workflow.
- Ability to work well independently.
- Ability to work well in group situations and assist in problem solving.
- Ability to read, write and speak English fluently.
- Ability to maintain confidentiality regarding pending court cases and business processes.

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- Dedication to a quality work product.
- Ability to be bonded to handle money.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent combination of education and experience

PREFERRED EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES:

- Familiarity with legal documents and/or processes and procedures.
- Experience in customer service.
- Experience using a court case management system and/or electronic filing system.
- Ability to speak, read and write Spanish.
- College degree or coursework.

PHYSICAL REQUIREMENTS AND EQUIPMENT OPERATIONS:

- Ability to communicate verbally.
- Ability to prepare materials and process documents electronically using a computer keyboard and mouse.
- Ability to read electronic and paper documents.
- Ability to sit, or stand, for a major portion of the workday, depending on specific job assignment.
- Ability to bend and stretch to retrieve boxes and files from low and high storage areas.
- Ability to lift 30 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of the general nature and level of work an employee encounter while performing the essential functions of this position. While performing the essential functions of this job, the employee will encounter a typical office setting with frequent contact with other Deputy Clerks, and occasional contact with Staff Attorneys, administrative staff, judges, and judicial staff. The noise level in the work environment is usually quiet to moderate.

SELECTION PROCESS: Applicants must be currently authorized to work in the United States on a full-time basis. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. The Selection Process may include first and/or second round panel interviews. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview.

The Court of Appeals, Division One is an Equal Employment Opportunity/Reasonable Accommodation Employer. Everyone is encouraged to apply and compete for jobs. If you require assistance at any stage of the application/exam process or during employment, due to an accessibility issue, please contact the Human Resources Department by phone at (602) 452-6708.