

Arizona Court of Appeals



Job opportunities with the Arizona Court of Appeals, Division One

The work performed at the Court is of great importance and impacts many lives. Employees work diligently with the utmost respect for the responsibility of supporting judges in deciding cases. Court employees are required to complete continuing education each year, and they do so through a variety of educational opportunities provided by the court and others in the judicial branch.

Chambers

Each judge maintains their own chambers with three other people: two law clerks and a judicial assistant. The judicial assistant is responsible for supporting the judge in many ways, including making sure the process surrounding the writing of decisions happens efficiently and effectively. Law clerks assist the judge in legal research and drafting decisions. Also see our

separate flyer regarding law clerk positions.

Jobs at the Court

Processing cases requires many functions. The court has a variety of jobs in addition to those in chambers.

Clerk of the Court's Office

Deputy Clerks in this office are the face of the court, handling requests from parties and the general public. They are also responsible for receiving all documents that make up a case, electronically and by paper. They set up cases, track due dates, send out notices and ensure the case is moving forward procedurally. Information entered by the Clerk's Office is imperative to the work of staff attorneys and judges.

The Clerk's Office also includes other positions such as administrative assistant, finance specialist, human resources, and IT (information technology).

Staff Attorneys' Office

The Staff Attorneys' Office provides legal memoranda and draft decisions for all judges. They also work closely with the Clerk of the Court's office managing cases before they reach judicial panels. This office also has administrative professionals who support the staff attorneys by reviewing and editing drafts, maintaining office operations, and other administrative duties.

Applying for a Job

Job openings with the Arizona Court of Appeals, Division One can be found on the Court's webpage:

<https://www.azcourts.gov/coa1/>
Most applications require the candidate to complete an online application and include a cover letter and resume. If additional documents are required, the job posting will specify.

We would love to have you join our team!