

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Case Management Assistant
Job Code: 8056
Pay Grade: 35
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Performs calendaring and general clerical tasks and interacts with court staff and the general public in the performance of duties.

ESSENTIAL FUNCTIONS:

- Enters updates, retrieves and proofreads court case information using automated and manual information systems.
- Searches for, retrieves, and provides information on case disposition to concerned parties using both manual and automated systems.
- Retrieves, sorts, date stamps and distributes interoffice mail, U.S. mail, court documents, case files, and reports.
- Researches the reasons for returned mail and redistributes mail.
- Posts calendars at all authorized locations throughout the court facility.
- Prepares notices for mailing by folding notices and stuffing them in envelopes.
- Copies and distributes a large volume of court calendars and reports on a daily basis.
- Maintains and operates office equipment such as fax machines, copiers, desktop computers, calculators, and paper shredders.
- Maintains department printers and copiers for paper and refills on a daily basis.
- Files dated reports and documents in appropriate storage area.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Performs related duties and special projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of general office procedures and practices to include record keeping, filing and typing forms, documents and correspondence
- Must have knowledge of office equipment and software such as Microsoft Word, Outlook, and Excel.
- Must have knowledge of business English, grammar punctuation, spelling, and a good mathematical aptitude.
- Must have the skills to operate a computer to enter and retrieve information in a complex database.
- Must have good organization and time management skills, and the ability to work to established time constraints and deadlines.
- Must have the ability to communicate effectively with wide variety of court coworkers, judicial staff, attorneys, and the public.

MINIMUM REQUIREMENTS:

A high school diploma or equivalent G.E.D. certificate and three years of clerical and/or data entry experience; Or, the equivalent amount of experience, training and education approved by Human Resources. Work experience in a legal setting and/or the court environment is preferable.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less. Infrequently, the incumbent will copy and distribute court documents requiring repetitive hand/arm movements, bending, stooping, walking, and lifting up to 25 pounds short distances.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports directly to the Supervisor, Case Management Services. The incumbent performs duties with direct supervision and has no supervisory responsibilities.

Date: 7/94
Revised: 6/98; 1/02; 10/03; 05/01/08; 10/06/08; 09/14/12; 08/07/13

Approved by: _____ Date _____
Hiring Authority

Director, Human Resources Date _____