

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Office Support Clerk- IV-D
Job Code: 8157
Pay Grade: 27
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Performs clerical tasks of routine difficulty and interacts with court employees and the general public in the performance of duties.

ESSENTIAL FUNCTIONS:

- Assists IV-D Commissioners and IV-D judicial administrative assistant in filing, preparing court files for IV-D establishment for both paternity and child support.
- Prepares IV-D modifications, enforcement proceedings, preparation of records and reports.
- Facilitates telephonic hearings, communicates with parties, attorneys, and the Attorney General office with respect to aspects of IV-D proceedings.
- Prepares and types routine correspondence, reports, memoranda and various forms, form letters, lists, and envelopes.
- Sorts and files memorandums, reports, minutes of meetings and other various types of documentation as appropriate.
- Establishes and maintains routine and complex filing systems within the work unit.
- Enters, updates, retrieves, and proofreads data using automated and manual information systems.
- Files records, reports, and various documents.
- Responds to public and staff inquiries concerning work unit procedures, policies, activities and services, and researches information as needed.
- Reads, screens and directs incoming mail and composes answers to routine correspondence.
- Stamps, sorts and distributes incoming mail, sorts, seals and affixes postage to outgoing mail.
- Operates a variety of office machines such as typewriters, computer terminals and personal computers, facsimile machines, photocopiers, and calculators.
- May receive visitors and telephone calls, determines nature of business, and refers to the appropriate division, section, or individual.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May perform some routine duties performed by the judicial administrative assistant in her absence.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of general office procedures in a professional office environment, record filing practices, record keeping and retention practices and familiar with documents in general.
- Must have knowledge of business English and the accurate use of punctuation, grammar and spelling.
- Must have some skills in typing forms, documents, correspondence, and setting priorities in the processing of documents.
- Must have skills to use office equipment including desktop computer with Microsoft office software, facsimile machine, photocopier, and a calculator.
- Must have some clerical skills including proofreading, data entry, typing and editing documents, filing, and purging documents.
- Must have the ability to communicate effectively with office staff, other court and county employees, and the public.

MINIMUM REQUIREMENTS:

A High school diploma or equivalent GED certificate and one year of clerical experience performing such tasks as typing, filing, working with computers in data entry and/or word processing, reception, message and mail delivery, cashiering, bookkeeping and using various office equipment. Preference may be given to bilingual Spanish speaking candidates.

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.

DISTINGUISHING CHARACTERISTICS:

This is a classified, grant funded position that reports to a IV-D Commissioner and the Presiding Judge for Family Court. Based on the appropriated funding the incumbent may not perform work for divisions other than IV-D. This position performs duties under direct supervision and has no supervisory responsibilities.

Date: 08/29/07

Revised: