

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Pretrial Services Clerk/Receptionist
Job Code: 8727
Pay Grade: 34
FLSA Status: Non-Exempt



PURPOSE OF CLASSIFICATION:

Performs routine, generalized clerical and administrative tasks and interacts with interoffice staff and the general public. Greet internal customers and the general public in person and use a multiple line telephone.

ESSENTIAL FUNCTIONS:

- Receives visitors and telephone calls, determines nature of business, and refers to the appropriate division, section, or individual.
- Prepares folders and assembles files for investigation and supervision staff, and various other records systems.
- Establishes and maintains routine and complex filing systems within the work unit.
- Responds to public and staff inquiries concerning work unit procedures, policies, activities and services, and researches information as needed.
- Codes, enters, updates, retrieves, and proofreads data using automated and manual information systems.
- Indexes, classifies, codes and files records, reports, and various documents.
- Stamps, sorts, screens and distributes incoming mail and seals and affixes postage to outgoing mail.
- Prepares reports, various forms, index cards, form letters, lists, and envelopes.
- Operates a variety of office machines such as typewriters, computer terminals and personal computers, facsimile machines, photocopiers, and calculators

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- May provide clerical and/or receptionist support to the Adult Probation receptionist desk.
- May perform other related clerical duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of general office practices and procedures.
- Must have knowledge of preparing, typing and editing documents.
- Must have the skills to operate office equipment, such as facsimile machine, copier, desktop computer, printer, and calculator.
- Must have the skills to proofread data and make basic mathematical calculations.
- Must have the ability to communicate effectively with court staff, defendants in person and over the telephone, and the general public.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D 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, and using variety office equipment. Or any equivalent combination of experience, training and/ or education approved by Human Resources.

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 position that reports to the Office Supervisor, Pretrial Services. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 07/01/03
Revised: 10/07/11; 09/08/13

Approved by: _____
Hiring Authority Date

_____ Date
Director, Human Resources