

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Research Clerk
Job Code: 8035
Pay Grade: 35
FLSA Status: Non - exempt



PURPOSE OF CLASSIFICATION:

Perform administrative, analytical, and clerical tasks in direct support of the research and statistics function within Court Administration. The incumbent performs research regarding case processing in Criminal, Civil, Family Law, Probate and Juvenile Benches.

ESSENTIAL FUNCTIONS:

- Compiles statistical data and analysis concerning court operations, and prepares periodic legal and special reports.
- Organizes, files, maintains and distributes daily, weekly, monthly and yearly reports.
- Gathers information, processes legal documents, prepares forms and correspondence, and ensure legal requirements and deadlines are met.
- Reviews materials received, creates and maintains records and files, and inputs information using various computer systems.
- Searches for, retrieves, provides information and compiles case disposition information to research staff and concerned parties.
- Conducts criminal history searches through case files with the Clerk of the Court, microfilm archives and Court docket books to supply government agencies (e.g., Department of Public Safety, Federal Bureau of Investigation) with accurate disposition information.
- Reviews case files and various exception and error reports to ensure completeness and consistency of records, identifies source of error and rectifies rudimentary inaccuracies by contacting appropriate agencies or parties to verify information or obtain missing documents.
- Reviews, indexes and warehouses archived data, documents and equipment.
- For specific archiving project, locates data in retired word processing system, produces hard copy of selected documents and transcribes to new automated system.
- Maintains research and statistics reference library by cataloging and labeling contents and inserting updated material into selected publications.
- Operates office equipment, such as computer terminal and/or desktop computer, facsimile machine, photocopier and calculator.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- May perform other related duties and projects ~~tasks~~ as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have some knowledge of legal processes and procedures, terminology, documentation and associated time constraints.
- Must have knowledge of business English, grammar, punctuation, spelling, and making mathematical calculations.
- Must have knowledge of Microsoft Office software such as Outlook, Word, Excel, and the ability to learn new software.

- Must have the skills to operate office equipment such as photocopier, facsimile machine, calculator, and desktop computer.
- Must have the ability to communicate effectively with a large variety of individuals, coworkers and the public.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D. certificate and three years of clerical and/or legal work experience involving the preparation and processing of legal documents or providing other legal clerical support; OR, any equivalent combination of experience, training and/ or education approved by Human Resources. Preference will be given to candidates with work experience in a court setting.

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 and reports to the Criminal Justice Research Analyst, Senior, who supervises the research and statistics services for court administration. Performs duties under general supervision and has no supervisory responsibilities.

Date: 5/21/98
Revised: 02/23/05; 06/13/13

Approved by: _____ Date _____
 Hiring Authority

_____ Date _____
 Director, Human Resources