



**ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY  
CITY COURT CLERK**

**Pay Grade: 42    Pay Range: \$12.34 to \$17.27 per hour plus benefits DOE/Q**  
**New employees usually start at beginning level of pay range.**  
**FSLA Status: Non-exempt (eligible for overtime)**

**Qualifications:** Education and/or experience equivalent to three (3) years customer service, office support, bookkeeping, or closely related work and ability to type 60 wpm. Ability to speak and read Spanish preferred. Must pass pre-employment drug test, fingerprint and background check.

**Responsibilities:** Attends court proceedings, summarizes and prepares court proceedings minutes; coordinates and prepares court calendars; prepares cases for court and processes after court; receives and receipts inmate bonds, inmate correspondence and warrants for non-completion of jail time; issues court-related documents; notifies parties of case status and hearing dates; impanels and polls jurors; ensures safekeeping of exhibits. Accepts payments for fines, bonds, surcharges, and court costs, and issues receipts; logs payments and posts to proper case records on computer; prepares monthly/quarterly reports regarding court revenues and expenditures; responds to telephone and personal inquiries from defendants, law enforcement officers, attorneys, and related parties.

**Knowledge, Skills, and Other Characteristics:**

- Knowledge of the Prescott City Code and the Arizona Revised Statutes.
- Knowledge of minimum accounting principles.
- Knowledge of the principles, practices and methods of automated bookkeeping and customer service.
- Knowledge of the principles, practices and methods of court recordkeeping and case preparation.
- Knowledge of materials and equipment used in automated bookkeeping, including personal computers, word processing, spreadsheet and data base applications, calculators and adding machines.
- Knowledge of materials and equipment used in court record keeping, including dockets, case files and warrants.
- Skill in records management, scheduling and bookkeeping for a municipal court.
- Skill in preparing dockets for all court proceedings, including arraignments, trials, pre-trial conferences and hearings.
- Skill in preparing, indexing, and maintaining all court records and reports.
- Skill in collecting and posting payments, issuing receipts.
- Skill in operating a variety of office equipment, including personal computers, telephones, calculators, computer terminals, and typewriters.
- Skill in communicating effectively, orally and in writing.
- Skill in establishing and maintaining effective working relationships with City employees, other agencies and the general public.

**Physical and Visual Ability:** Sufficient to effectively and safely perform required duties and to safely operate required equipment and City vehicles as needed.

**Hearing and Speaking Ability:** Sufficient to clearly, concisely and effectively communicate in person and over the telephone. Freedom from mental disorders which would interfere with performance of duties as described.

**Deadline: Applications must be received by 5:00 p.m. June 26, 2013**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303  
(928) 777-1284 (928) 777-1347 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213  
**Email:** [hr@prescott-az.gov](mailto:hr@prescott-az.gov) **Visit our website at** [www.prescott-az.gov](http://www.prescott-az.gov)  
Posted: June 13, 2013

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**MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES:** Fourteen (14) days paid time off; Ten (10) paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. **PROBATION:** An established probationary period must be satisfactorily served by each employee. **NOTE:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.