

COURT SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Court Specialist performs clerical and paraprofessional tasks in one of three operational divisions within the Municipal Court: Customer Services, Court Services, and Collections. The Court Specialist position is responsible for performing related duties as required.

Distinguishing Features: A Court Specialist must thoroughly understand the procedures and processes within the assigned division in order to interact effectively with the public, City Prosecutor's staff, law enforcement personnel, attorneys, governmental agencies, and other City employees. The interpersonal communications in this classification requires considerable tact, patience, and professionalism when providing information and explanations concerning court rules, state statutes, City ordinances, and general court processes. Employees in this class are expected to exercise professional discretion while performing day-to-day activities independently within established guidelines and procedures with minimal supervision. This class receives general supervision from a Court Supervisor and Lead Court Specialist through meetings, reports, and conferences regarding volume, accuracy, and timeliness of work completed. An employee in this class may be requested to work holidays and/or weekends. This class is FLSA nonexempt.

Special Assignment: A Court Specialist - Special Assignment has completed Civil Traffic Hearing Officer (CTHO) training through the Arizona Supreme Court and is appointed by the Presiding City Magistrate. A CTHO conducts civil traffic arraignments for uncontested civil traffic and parking violations at the customer service counter. Other duties performed include setting fines/sanctions and setting civil traffic hearings.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) of clerical/paraprofessional experience involving public contact, customer service, or cashiering. Graduation from an accredited college or university with an Associate's Degree or Bachelor's Degree in a related field may substitute for two years of experience.

Special Requirements. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Bilingual (English/Spanish) skills and experience with computer applications are highly desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Explains ordinances, policies, and operating procedures related to an assigned work unit to citizens and defendants. Interacts with defense attorneys, City Prosecutors, City Magistrates, and coworkers to establish and maintain effective working relationships. Interacts with people who are confused, angry, or openly hostile to ensure clarification of court procedures and related legal requirements. Prepares memos and letters in communicating with other employees, management, and the general public. Inquires into sensitive financial and other personal details in order to determine if the payment schedule should be adjusted.

Manual/Physical: Processes, records, types, and researches court documents and computerized data. Operates a ten-key calculator, and a variety of office equipment. Enters narrative and statistical information into a computerized records system to update the court system records and generate various documents. Accesses information from a computerized records system. Prepares various forms, tabulates activities for statistical purposes, and files reports and forms for court records. Processes appeals, initiates transcripts, and follows through with appropriate forms. Prepares and reviews appropriate legal documents for pre-trials, arraignments, custody hearings, trials, and other court hearings. Sorts, separates, files, or distributes incoming mail, products, or other material to ensure that court operations are carried out in an efficient manner. Meets scheduling and attendance requirements.

Mental: Applies written policies and operating procedures to complete work assignments. Interprets ordinances, policies, and operating procedures related to an assigned work unit for citizens and defendants. Understands court procedures related to a variety of violations and activities. Reviews financial and other computer transactions and file records/logs on a case to assure that computer and file records correspond, and when errors are identified, routes the file accordingly. Schedules court appearances, prepares for courtroom duty, and arranges files in appearance order. Prioritizes work assignments. Attends to details to assure the correct forms are completed accurately and distributed appropriately. Makes mathematical computations rapidly and accurately. Interprets information provided by the defendant, reviews financial information to determine a defendant's ability to pay, and sets payment schedule. Maintains a log to record work accomplished and results. Attends to detailed information such as the correctness of bond amounts, docket number, bondholder's name and address, and record of warrants while processing cash bonds received from the Mesa Police Department and other jurisdictions. Manage and reconcile a cash drawer on a daily basis. Reconciles the daily financial report by verifying amounts to be refunded or transferred. Learns job-related material through on-the-job training regarding job procedures, computer transactions, and court policies and procedures.

Knowledge/Abilities:

Knowledge of:

accessing and interpreting a credit report;
general court policies and procedures;

court-oriented computerized data systems including procedures for entry and retrieval of information, applicable codes and methods of error correction; the procedures and rules for notifying the Arizona Motor Vehicle Department (MVD) of suspended driving privileges; and courtroom practices, procedures, operation, maintenance of case records, and processes for sentencing and violations.

Ability to:

interact with people who are confused, angry, and/or openly hostile to ensure clarification of court procedures and related legal requirements; maintain order and decorum in the courtroom; and establish and maintain effective working relationships with defense attorneys, City Prosecutors, City Magistrates, local agencies, management, coworkers, and other City departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/co/pa

CS3762.DOCX (Full-time)

PAY GRADE: 40

CS3764 (Part-time)

PAY GRADE: 40

CS3858 (Special Assignment)

PAY GRADE: 40

EEO-A/S

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-OFF

SWORN-No

INCREMENTS 62-200