



Superior Court of Arizona



PACS AmeriCorps Information Member – Law Library Resource Center

This position is not covered by the Judicial Merit Rules or Classified Personnel Rules.

The Superior Court of Arizona in Maricopa County, the 4th largest general jurisdiction Court system in the nation, seeks enthusiastic college student volunteers to participate in an AmeriCorps program, as a Providing Access to Court Services (PACS) Member in the Law Library Resource Center. AmeriCorps PACS Members will be critical to the operations of the Self-Service Center and Protective Order Center. The Superior Court is committed to providing access to justice for all people in the community. This position performs customer service functions, having contact with members of the public who need help with court services, which is crucial to promoting access to the Court.

Service Location: Superior Court–Downtown Superior Court–Mesa
101 and 201 W. Jefferson 222 E Javelina Ave
Phoenix, AZ 85003 Mesa, AZ 85210

Service Position Functions: Under general supervision, provides customer assistance in finding court services, completing needed court forms, and navigating court processes.

Program Benefits:

During the 4 month term of service, Members will receive a living stipend. Upon completion of service, Members are eligible to receive an education award of \$1,212.

Comments: This position will report to Shawn Haught, Deputy Court Administrator
haughts@superiorcourt.maricopa.gov

All interested applicants should email or fax a cover letter and résumé to:

Human Resources
Attn: Michelle Hall
Email: hallm007@superiorcourt.maricopa.gov
Fax: 602-372-2280
Please include cover sheet

Application Deadline: Open until filled

Start Date: Early September 2016; Early January 2016; Early May 2016

Primary Duties of the Position:

Attend and participate in training and evaluation; assist court customers with finding needed services or locations; become knowledgeable about various community resources and provide information to customers as necessary; track services using computer software; assist with evaluation of workflow and customer need in self-service environment.

Citizenship Training and Responsibilities:

As an AmeriCorps Member, all PACS Members must participate in AmeriCorps training and events as required by the Arizona Governor's Office For Children, Youth and Families as well as participate in any identified community service activity.

Service Schedule:

AmeriCorps PACS Members must complete their assigned hours over the course of their service term. Service hours can only be completed between 8 am and 5 pm Monday through Friday. Occasionally, and upon request, there will be an opportunity for service hours after hours or on weekends. Hours worked per week and schedule will vary depending on the Member's school schedule.

Qualifications:

Minimum Qualifications: High School Diploma /GED and must pass criminal background check.

Desired Qualifications: The ability to multitask and manage a high-volume and time-critical work environment; excellent interpersonal skills; the ability to establish effective working relationships with others; the ability to communicate effectively both orally and in writing; the ability to plan, organize and maintain work flow; the ability to work under supervision and exercise judgment; basic computer skills. Should be able to accurately maintain statistics and records; maintain confidentiality of all parties.

The Court is an Equal Opportunity Employer. It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602-506-4473.

Prohibited Activities:

Members may not, while actively providing service, do any of the following: attempt to influence legislation; organize or engage in protests, petitions, boycotts, or strikes; assist, promote, or deter union organizing; impair existing contracts for services or collective bargaining agreements; engage in partisan political activities; participate in, or endorse, events or activities that are likely to include political advocacy; engage in religious instruction or proselytization; provide a direct benefit to a business organized for profit, a labor union, a partisan political organization, or other organizations specified by the CNCS; conduct a voter registration drive; provide abortion services or referrals for receipt of such services; and such other activities as CNCS may prohibit.