

PRIMARY DUTIES OF THE POSITION:

Orders or prepares files and daily calendar for the Court; schedules hearings; prepares courtroom for trial; manages courtroom during proceedings; assists visitors, jurors, and pro pers with explanations, directions and instructions; responsible for the jurors; assists witnesses and attorneys during courtroom proceedings; distributes the Calendar of Court proceedings as required; inputs information into the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judicial Officer or Judicial Assistant.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:

Knowledge, Skills, and Abilities:

Knowledge of:

- Legal research methods and techniques, Court policies, procedures and operations.
- State laws, rules and regulations.

Skill in:

- Verbally communicating with others to convey information effectively.
- Communicating effectively in writing as appropriate for the needs of the audience.
- The use of computer applications and software such as MS Outlook, Word, Excel, iCIS, OnBase, and eFile.

Ability to:

- Interpret, analyze, and evaluate legal information and draw conclusions.
- Establish and maintain effective working relationships with others.
- Make sound decisions in accordance with regulations, policies and procedures.

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.

All Judicial Branch offers of employment and continued employment are contingent upon passing a thorough background/fingerprint check. Applicants must completely and fully answer any questions regarding felony and misdemeanor convictions including any convictions that have been expunged or set aside. Failure to include criminal history information is grounds for termination of an offer and employment. A conviction may not automatically disqualify an applicant.



Committed to excellence and the principles inherent in the rule of law...
every person, every day, every time.