



CLERK OF THE COURT

Email to apply: 385520@azcourts.hrmdirect.com

ANTICIPATED HIRING SALARY RANGE

\$87,958 - \$115,450 annualized, depending on qualifications

FIRST REVIEW DATE

June 17, 2016

POSITION SUMMARY

Pursuant to Arizona Revised Statutes §§ 12-120.08 and -120.09, Division One of the Arizona Court of Appeals seeks an experienced leader with highly developed skills for the position of Clerk of the Court. Preferred candidates include those with substantial administrative, leadership and management experience in a variety of areas, including: (1) court administration, (2) personnel management and supervision, (3) strategic planning, (4) government budgeting and accounting, and (5) information systems and technology. The successful candidate, who will serve at the pleasure of the court's sixteen judges, must demonstrate unquestionable integrity and professionalism.

ESSENTIAL DUTIES

The Clerk of the Court's responsibilities include, but are not limited to:

- Manage and supervise the clerk's office and its eighteen employees.
- Develop court policies and procedures.
- Help identify, plan for and apply technological improvements.
- Manage the processing of all court filings.
- Provide statistical reporting of court filings.
- Develop calendars for case assignments.
- Oversee the preparation and tracking of the court's annual budget.
- Supervise bookkeeping and accounting practices.
- Ensure compliance with legislative and administrative changes to court rules, regulations, and laws that affect the administration and operation of the court.
- Perform additional duties as determined by the court.

The Clerk of the Court also serves as part of the court's core management team (along with the Chief Judge, Vice Chief Judge, Chief Staff Attorney and Information Technology Director) in managing all court functions. The Clerk of the Court works closely with court security, and acts as liaison with the Arizona Supreme Court, Division Two of the Arizona Court of Appeals, Arizona Superior Courts, Administrative Office of the Courts, the State Bar of Arizona, litigants, and the public. Fulfilling these roles requires (1) highly accomplished written and oral communication skills; (2) the ability to express thoughts in a clear and concise manner; (3) knowledge and understanding of legal terminology; and (4) proven ability in using technology to improve court processes and procedures.

QUALIFICATIONS

This position requires (1) a bachelor's degree in court administration, public administration, or business administration, management or similar field and a minimum of five years' experience in progressively responsible positions in judicial administration, law, or business, including positions involving management and supervisory duties; or (2) a combination of education and/or experience that demonstrate the knowledge, skills, and abilities to successfully perform the duties of Clerk of the Court.

The Clerk of the Court must have the ability to apply common-sense understanding to carry out instructions furnished in writing, oral or diagram form, and to be able to deal with problems involving several variables. Other requirements include occasional travel and the ability to represent the court in a professional manner at all times.

The Clerk of the Court is a public servant and the preferred candidate will be a leader, a manager, a problem solver and a creative thinker.

SELECTION PROCESS

Applications should include the following:

- Letter of interest addressing the qualifications for the position.
- Comprehensive resume with at least three (3) professional references.

This position is open for both internal and external recruitment, and only applicants whose background most closely meets the requirements of the position may be invited to interview. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round panel interviews.

The court offers an excellent benefits package that includes a choice of plans for optional medical and dental insurance, deferred compensation, flexible spending accounts, life insurance, long- and short-term disability, access to free parking, discounted bus fares and an employee assistance program. Participation in the Arizona State Retirement System (ASRS) is required. In addition, the court's leave policy includes ten paid holidays and annual accrual of vacation and sick leave, based on length of service.