

CLERK OF SUPERIOR COURT PERSONNEL SURVEY INSTRUCTIONS

The **Annual Personnel Survey** form is emailed to each court prior to the close of each fiscal year. The form containing the previous year's data will be emailed to a designated contact at the court and should be updated and returned to research@courts.az.gov no later than 30 working days after June 30th. To request a new form, please email research@courts.az.gov or call the research team at 602-452-3584.

It is important that you fill out this survey with the most accurate information possible. The preparer of this report is responsible for gathering data from the appropriate sources (county/city finance, human resources, personnel, etc.). We need the preparer's contact information at the bottom of the Excel form.

OVERVIEW

The yearly personnel survey is provided in an Excel format. The information for employees of Clerk of the Court reported on last year's Personnel Survey appears on the fiscal year survey form. Please do NOT alter the format, remove or insert new columns. Doing so would prevent your court data to be correctly read with the computer program. The section called "**FIELD DESCRIPTIONS**" contains the instructions on completing the below fields.

Employee Last Name	Employee First Name	Position Title	Position Class Code	Employee Hire Year	Weekly Hours Worked	Hourly Wage
Doe	Jane	Courtroom Clerk II	DCL	2012	40	\$19.50

In addition to the above fields, there also are instructions for four demographic fields: Gender, Race, Hispanic and Birth Year. Moreover, we included a column for unique employee identifiers.

Gender	Race	Hispanic	Birth Year	Unique Employee Identifier
X	X	X	9999	

For each position reported please verify the data and make any necessary changes to reflect each employee's current position **status as of June 30th**. If the person is still an employee of your court, please verify his/her information (update if required) and make necessary changes to the position titles, position codes and hourly wage.

If necessary, you may have to replace the current values with the actual codes. *E.g.*, replace X for gender with either the letter "M" (Male) or "F" (Female).

Vacant Positions. In addition to filled positions, please list all positions that are funded and/or authorized but are unfilled as of **June 30th** including judicial positions. If the person is no longer an employee, but the position is unfilled, simply tab through the fields and delete the irrelevant data (e.g., remove demographic variables). Empty fields can then be utilized for new employees. However, do keep relevant information (e.g., position title, position class codes, and weekly hours).

New Employees. If a current employee is not listed, enter all the information for that person in the row where an employee is no longer there or utilize the lines at the end of the survey labeled "*additional or new position.*" Simply delete that phrase and enter the new information.

PREPARER CONTACT INFORMATION

At the bottom of the form, please do not forget to include the contact's first and last name as well as a business telephone number and an email. In the event we have questions regarding the data provided by the court, this information helps us contact the correct individual to verify information.

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FIELD DESCRIPTIONS

EMPLOYEE LAST NAME Insert the last name only and spell it out completely. All funded/authorized positions should be listed including positions that are vacant as of the end of the fiscal year. For unfilled positions, please list the employee's last name as "Vacant Position0001". Each vacant position should have a different appended four-digit number (e.g., Vacant Position0001, Vacant Position0002, Vacant Position0003, etc.).

EMPLOYEE FIRST NAME Spell out the first name completely. You can include the middle initial here. *E.g.*, John D. All funded positions should be listed including positions that are vacant as of the end of the fiscal year.

UNIQUE EMPLOYEE IDENTIFIER Alternatively to including employees' last and first names, court has the option to create unique identifiers. You can use position codes, an employee number or a sequential number, and they can be alpha numeric. The IDs need to be unique to each employee within your court. For unfilled positions, please use the ID as "Vacant Position-0000001." Each vacant position should have a different appended seven-digit number (e.g., Vacant Position-0000001, Vacant Position-0000002, etc.).

POSITION TITLE Enter the position title for the employee and spell it out completely. For example, "Clerk of the Superior Court," "Chief Deputy of Clerk of Court," "Deputy Director," "Courtroom Clerk II," or "Court Operations Specialist," etc. Please do NOT abbreviate.

POSITION CLASS CODE Please mark the appropriate box for the position class code which best describes the primary responsibilities of the position. There should be only one entry per person; however, if person holds two positions, then there should be a subsequent line to enter the information. Temporary, on-call, or contractual positions need to have a code of TEM. The position class codes are delineated in tables in the document in section called "**POSITION CLASS CODE KEY**".

EMPLOYEE HIRE YEAR Enter the four-digit calendar year when the employee was hired. This date should not change as long as the individual is an employee of the court, even if there is a change in position. These need to remain as four-digit and not change to a two digit.

WEEKLY HOURS WORKED Enter the regular number of hours each employee is normally scheduled to work per week. The most common method for reporting full-time employees is to enter "40" for full-time or salaried employees.

HOURLY WAGE Enter the hourly pay rate for each employee as of **June 30th**. Do not include any anticipated adjustments to salaries for the next fiscal year. Salaries need to be reported as the equivalent hourly wage.

GENDER Enter the gender for the employee. If there is a place holder of "X" for gender, please replace it with either a "F" for female or a "M" for male.

RACE Enter the race for the employee. Currently there may be a place holder of "X" for race categories. Please replaced "X" with the correct race code. Below are the valid single character codes for race.

W = White

B = Black / African American

A = Asian

N = American Indian / Alaskan Native

P = Hawai'ian / other Pacific Islander

O = Other race

T = Two or more races

"O" should not be used if race of person is missing

HISPANIC OR LATINO Valid single character response includes either "Y" for yes, or "N" for no. If there is a place holder of "X", please replace the code with the correct response.

BIRTH YEAR Enter the four-digit year when the employee was born. If there is place holder of "9999," please replace it with the four-digit birth year. It needs to remain as a four-digit number and not change to a two-digit year.

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POSITION CLASS CODE KEY

Table 1.

Position Class Codes for the Clerk of the Superior Court

Code	Label	Description
COC	Clerk of the Superior Court	– County elected or appointed officials who are responsible for keeping records and accounts and managing routine affairs.
JCA	Administrator	– Persons who assists the Clerk of the Court in managing the office. They report directly to Clerk of Court. Example position may include Chief Deputy Clerk.
EXE	Executive	– Persons who assists the administrator in managing the office. They are at the highest level of management who report directly to the administrator (JCA) or to the Clerk of the Court.
MGR	Manager	– These managers act as an intermediary between top-level management and low-level management. Middle managers report to either other middle managers or to executives (EXE).
SUP	Supervisor	– Supervisors are the first-line managers who are responsible for directing non-supervisory court staff. Supervisors focus on day-to-day operations of 'how' to implement management's decisions in their unit through the work of subordinates. They report to middle manager (MGR). If no Manager, they report to the executives.
PRO	Professional	– Accountants, finance, analyst, system analyst, software architect/engineer, programmers, system administrators, database administrators, project managers, instructors, and counselors and for those who provide legal assistance to courts: staff attorneys, law clerk & paralegals.

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Table 1. - Continued

Code	Label	Description/ Tentative Job Titles
DCL	Deputy Clerk	– Non-supervisory positions who perform specialized clerical activities such as specific case types (civil traffic, probate, civil or small claims) or specialized functions (cashier, docket, or calendar).
OAS	Other Administrative Support	– Management Assistant, Collections Staff, Court Specialists, pre-trial or jury services.
TCH	Technical Support	– Computer or IT specialist (<i>e.g.</i> , technical support, desktop support).
EXA	Executive Assistant	– Performs highly skilled administrative & secretarial support work directly for the Clerk of the Court or Administrator.
ADA	Administrative Assistant	– Person responsible for providing various kinds of administrative assistance, also include secretaries and receptionist. [Please exclude executive assistants.]
MNT	Maintenance / Other General Support	– Maintenance person, custodian, landscaper, janitor; Also include food service and mail service. [Exclude administrative assistants in this category.]
TEM	Pro-Tem / On-Call	– Pro-tempore, on call, or temporary positions.