

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Court and Calendar Services Specialist  
**Job Code:** 8057  
**Pay Grade:** 38  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Responsible for the timely and accurate scheduling of the court calendar and the processing of court documents to ensure efficient case processing. Performs a variety of tasks and makes decisions directly related to court case management and scheduling.

### **ESSENTIAL FUNCTIONS:**

- Identifies and troubleshoots calendar conflicts and communicates with court division employees to keep them apprised of calendar conflicts.
- Prints, processes and distributes daily calendars to various areas of the court.
- Assists in implementing new changes and additions to the court calendar.
- Schedules activities onto court calendar, such as trial reviews, detentions, and severances.
- Completes daily logs for trial reviews and detention hearings.
- Assists with assignments and distribution of contract attorney caseloads.
- Reviews minute entries to insure fees have been assessed and calendar screens are accurate.
- Assists clients to assess their ability to pay fees and fines in accordance to allowable expenses and household income statements. Prepares a report of recommendation of the client's ability to pay fees and/or fines.
- Processes petitions from County Attorney's Office for future hearings.
- Continually monitors future dates for possible problems and initiates action on conflicting schedules.
- Responds to phone inquiries regarding calendar and assessment questions.
- Answers clients' questions regarding court ordered fees, fines and restitution.
- Initiates and conducts financial appeal interviews (face to face, telephonic or by mail).
- Provides an explanation to clients related to court financial obligations and the appeal process.
- Prepares written reports on client's financial status with recommendations for judicial review.
- Assists Pro Tempores in court with calendaring issues.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- May train new bailiffs, judicial administrative assistants and judges on JOLTS automated calendaring system.

- Acts as back-up for file room, reception desk, calendar call and other related calendar duties.
- Periodically acts as departmental representative to various committees or working groups.
- May act as bailiff for judges as needed.
- Performs related duties and projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have a general knowledge of legal principles, practices, and terminology.
- Must have knowledge of office procedures and practices to include record keeping.
- Must have knowledge of office equipment and software such as Word, Outlook, Excel and JOLTS.
- Must have knowledge of principles and practices of time management, to include time constraints and deadlines.
- Must have knowledge of business English, grammar, punctuation, spelling, and a strong mathematical aptitude.
- Must have knowledge of principles and techniques of effective communication, both written and oral.
- Must have knowledge of principles of research and data analysis.
- Must have skill in filing and typing forms, documents and correspondence.
- Must have the ability to communicate effectively with coworkers, court staff, and the public.

**MINIMUM QUALIFICATIONS:**

A high school diploma or equivalent G.E.D. certificate and three years of clerical and/or data entry experience. Or, any equivalent combination of experience, training and/ or education approved by Human Resources. Preference maybe given for work experience involving the preparation and processing of legal documents or providing clerical support in a court setting, to an attorney, in law enforcement, corrections, probation or specific experience that is applicable to the position.

**LICENSES AND CERTIFICATES:**

None required.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Division Director, Court and Calendar Services. This position performs duties under general supervision and has no supervisory responsibilities.

Date: 11/22/04  
Revised: 08/01/05; 10/26/07; 04/15/09; 09/18/12; 09/08/13

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Hiring Authority

\_\_\_\_\_  
Deputy Director, Human Resources Date \_\_\_\_\_