**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: September 27, 2019**

**Vacancy No: 090-19-02**

**Position Title: Administrative Assistant – Court**

**Division / Section: Municipal Court/Court Administration**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Monday – Friday; Hours 7:30am-4:30pm**

**Salary Range: $13.7686 Per Hour**

**Closing Date: October 11, 2019**

**Team Flagstaff is looking for a multi-tasking individual who can flourish in a fast-paced environment while still providing excellent customer service and has experience with cash handling.**

Performs general clerical duties associated with City Court activities. Under direct supervision of the Courts Administrator, employees of this class are responsible for all clerical and public contact duties associated with the proper processing of City Court cases.

This position is FLSA non-exempt.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Sets up and monitors calendars for activities such as civil hearings and change of pleas.
* Sets up, monitors and maintains hard copy and computer files for a variety of court activities.
* Monitors, issues and follows up on failure to comply warrants.
* Collects, maintains and monitors information relating to civil hearings, trials and cases in general.
* Monitors and follows up on court ordered sanctions such as fines, community service assignments or traffic school.
* Coordinates with other departments with such items as bond refunds, sales tax violations, non-payment of delinquent fines, community service work, outstanding warrants, and case related paperwork.
* Monitors and follows up on orders of protection, peace bonds, and injunctions prohibiting harassment.
* Prepares and monitors bond out paperwork.
* Contacts concerned parties relating to citations, trials, hearing and cases regarding calendars or any changes relative to their involvement.
* Serves as bailiff or clerk of the court.
* Performs cashiering duties accepting payments and bonds and applying them to appropriate accounts and balancing the cash drawer.
* Provides explanations and instructions to the public relating to court activities, procedures and time frames.
* Prepares complaints, suspensions, warrants and other legal documents for the magistrates’ signature.
* Processes incoming mail and prepares correspondence for the court.
* Performs related work as required.
* Regular attendance is an essential function of this job to ensure continuity.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

* Working knowledge of office practices, procedures and equipment.
* Working knowledge of grammar, spelling and business math.
* Some knowledge of the operations, practices and procedures of a city court.
* Ability to maintain clerical records and prepare reports.
* Ability to follow quickly and accurately oral and written instructions.
* Ability to deal tactfully and courteously with the public, both in person and over the phone.
* Ability to establish and maintain effective working relationships with other employees and the general public.
* Ability to type 50 words per minute.

**DESIRED EXPERIENCE AND TRAINING**

* Three years of increasingly responsible experience in an office or clerical position, including working with the public.
* Two years clerical experience specifically relating to courts or legal work.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.

**PRE-EMPLOYMENT PHYSICAL REQUIREMENTS**

* ACJIS Background

**TO APPLY ONLINE:**

In order to apply for this position, you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**