



DEPUTY CLERK SUPERVISOR
Clerk of the Superior Court (Bisbee/Sierra Vista)
Starting Salary \$47,976 Annually; \$23.06 Hourly
Plus a competitive benefits package
Open Until Filled

NATURE OF WORK

The Deputy Clerk Supervisor is responsible for managing staff and overseeing the accurate processing of documents and court proceedings. Under the general direction of the Clerk of the Superior Court or a designated representative, this role involves significant independent decision-making that impacts the organization's efficiency and productivity. The supervisor must blend established policies and innovative problem-solving to address challenges effectively. Key responsibilities include planning, assigning, and evaluating the work of staff members while also leading employee selection, training, and discipline. Additionally, this role requires strategic resource coordination, ensuring the optimal use of staff, supplies, equipment, and funds to support accurate, timely workflows.

EXAMPLE OF DUTIES:

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this description.

TYPICAL ESSENTIAL DUTIES:

- Recommends and implements new procedures/policies as directed by Leadership.
- Plans and coordinates assignments of deputy clerks.
- Reviews and evaluates effectiveness of programs and services offered.
- Serves as trainer and mentor
- Establishes goals and objectives, prepares reports, and conducts performance appraisals.
- Coordinates continuing education for deputy clerks.
- Performs duties of a deputy clerk when necessary.
- Monitors entry of case data in automated system and extracts data for reports.
- Promotes and adheres to the workplace values of accountability, commitment, and teamwork.
- Maintains absolute confidentiality of work-related issues, customer records, and restricted County information.
- Performs other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of legal terminology and Business English.
- Knowledge of procedures, guidelines, and statutory requirements that govern duties of court clerks.
- Knowledge of court procedures and services.
- Knowledge of clerical and automated court case management systems.
- Knowledge of modern office practices and procedures, and equipment.
- Skill in using data processing systems and other office equipment and machines.
- Skill in multitasking and performing a variety of tasks.
- Skill in deescalating and resolving customer concerns and issues.
- Skill in performing difficult mathematical computations, preparing and maintaining financial records in accordance with Minimum Accounting Standards.

- Ability to understand and apply local rules, administrative directives, court rules and Arizona Revised Statutes.
- Ability to work in a dynamic workplace that can be demanding and high paced.
- Ability to provide positive communication and assist customers with tact.
- Ability to lead and train others.
- Ability to understand and apply local rules, administrative directives, court rules and Arizona Revised Statutes.
- Ability to maintain confidentiality of court matters.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively orally and in writing.
- Ability to evaluate complex situations, make independent judgments, and take appropriate courses of action.

MINIMUM QUALIFICATIONS:

Associates Degree in Business Administration or other related degree; three (3) years of progressively responsible administrative work experience; and one (1) year of supervisory experience; OR an equivalent combination of relevant education, and progressively responsible court service, justice system support, legal, and/or administrative experience.

Must be able to type 45 net words per minute (a certificate of proficiency dated within the last six months must accompany application). Applicants will be subject to criminal history background check and fingerprinting. May be required to possess a valid Arizona driver's license within 30 days of employment. Bilingual preferred but not required.

PHYSICAL DEMANDS:

May be required to lift 25-30 pounds from floor to waist, waist to shoulder or shoulder to overhead, carry 25-30 pounds a distance of 100 feet, or push/pull 25-150 pounds a distance of 300 feet.

WORK ENVIRONMENT:

Work is performed in a high paced and dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs.

HOW TO APPLY: Send a completed Cochise County Judicial Department Application to: Office of the Court Administrator, Arizona Superior Court in Cochise County, P.O. Box 204, Bisbee, AZ, 85603. Applications must be received no later than 5:00 p.m. on the closing date of the announcement to be considered. Resumes will not be accepted in lieu of a completed application. The applicant must clearly demonstrate on the application form that they meet the minimum qualifications for the position. For more information or to obtain a judicial application, please visit our website at: www.cochise.az.gov or call (520) 432-8503.

Superior Court is an Equal Opportunity Employer