

**TOWN OF HAYDEN  
MAGISTRATE CLERK**

Part-time

The Town of Hayden is accepting applications for a **MAGISTRATE CLERK** (part-time). This part-time position will be 19 hours per week. This non-exempt (eligible for overtime) position under minimum supervision performs a variety of specialized legal clerical work of routine difficulty in support of the operations and services of the Magistrate Court. There is a possibility that this position may become a full-time position at some future date.

Applications are available at Town Hall, 520 Velasco Ave. in Hayden, AZ Monday thru Thursday, 7:00 a.m. to 5:30 p.m. The application and complete job description are also available on the Town's web site [www.townofhaydenaz.gov/employment](http://www.townofhaydenaz.gov/employment). Applications with any additional related information must be submitted by **Monday, September 23, 2019 by 5:30 p.m.** for first review. This position will remain open until filled. Apply in person at Town Hall or by fax at (520)356-6334. Contact Town Clerk at (520)356-7801 Ext. 104 with any questions. EEO / H / V / A/A

Persons with disabilities needing accommodations or alternative formats should contact Laura Romero, Town Clerk (520)356-7801 Ext. 104.

## **POSITION DESCRIPTION**

Title: Magistrate Clerk Part-time  
Department: Magistrate  
Date: 08-27-2019  
FLSA Status: Non-Exempt

### **GENERAL PURPOSE**

Under minimum supervision perform a variety of specialized legal clerical work of routine difficulty in support of the operations and services of the Magistrate Court

### **SUPERVISION RECEIVED:**

Works under the supervision of the Town Magistrate, Gila County Presiding Court Judge and Arizona Office of the Courts, according to an established work routines.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Customer service (in person and telephonic)
- Process court related documents
- Data entry, photocopying, filing
- Receipting, bookkeeping, collections and of other financial transactions
- Retrieve files and documents, retrieve, open and deliver mail
- Accept and process filings of documents
- Schedule hearings, notify parties involved, maintain court calendar and serve as a courtroom clerk
- Prepares month reports for the Town and to various governmental agencies
- Must be able to pass drug screen, physical exam and background check

### **PERIPHERAL DUTIES**

Receipts all forms of payments for the Town of Hayden.  
Performs other routine clerical and administrative work as assigned

## **MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent (B) one (1) year of general clerical experience, or any equivalent combination of related education and experience. Knowledge of legal terminology and court procedures a plus
- Considerable knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public
- Ability to memorize procedures
- Ability to follow written and verbal instructions
- Ability to process work accurately and detect variations from the normal in documents and files
- Ability to communicate clearly and effectively in writing and verbally, by telephone or in person
- Ability to comprehend and make inferences from written material and verbal communications
- Ability to maintain confidentiality of court matters.
- Must have a valid driver's license
- Mandatory 18 hours per year training-travel will be required
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations
- Must be able to pass drug screen, physical exam and background check

## **SPECIAL REQUIREMENTS**

None

**WAGE RANGE: \$11.00 TO \$16.00 PER HOUR (DOE)**

## **TOOLS AND EQUIPMENT USED**

Phone system; personal computer; copy machine; postage machine; fax machine; 10-key calculator

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee must remain in a sitting or standing position for extended periods

of time. The employee must use standard office equipment requiring continuous or repetitive arm-hand movements.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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