

COB - BOSAIR FORM

04/06/2026 2:55 PM (MST)

Submitted by Autumn.OConnor@pima.gov (Autumn.Oconnor@pima.gov)



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Award Type: Agenda Item

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 04/21/2026

Project Title / Description: Classification and Compensation Matters - New Job Classification

Agenda Item Report

Introduction / Background: The Clerk of Superior Court has requested Human Resources add new job classifications to our Classification System.

Discussion: The proposed Superior Courtroom Clerk II and Superior Courtroom Clerk III classifications are needed to create a job family that meet the growing operational demands of the Superior Court. These roles will perform complex work requiring extensive knowledge of legal procedures, statutes, and multiple judicial disciplines to ensure consistent and accurate courtroom operations for various disciplines.

Conclusion: The proposed new job classification will provide an accurate description of the work assigned to the position within the department. Furthermore, the proposed new job classification has been assigned a salary grade appropriate to the body of work inherent to the position and the qualifications required to perform it, within the job family.

Recommendation: It is recommended the following job classifications be approved for use within the County's classification system:
Class Code: 6127, Class Title: Superior Courtroom Clerk III, Pay Grade: 09, Salary Range: \$49,795.20 - \$69,721.60, EEO Code: 5 (Paraprofessional), FLSA Code: Non-exempt (paid overtime).
Class Code: 6128, Class Title: Superior Courtroom Clerk II, Pay Grade: 07, Salary Range: \$46,134.40 - \$62,233.60, EEO Code: 5 (Paraprofessional), FLSA Code: Non-exempt (paid overtime).

Fiscal Impact: The creation of these new classifications have no immediate cost impact to the Clerk of the Superior Courts as any additional costs incurred in hiring a position allocated to the classification will be borne by the user department, from within their current budget. Cost impact in future budget years will be planned for by the user department through the County's normal budget process.

Support of Prosperity Initiative: N/A

Provide information that explains how this activity supports the selected Prosperity Initiative N/A


Board of Supervisor District:

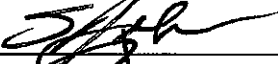
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Department: Human Resources

Name: Autumn O'Connor

Telephone: 520-724-8672

Department Director Signature:  Date: 4/6/20

Deputy County Administrator Signature:  Date: 4-6-2020

County Administrator Signature:  Date: 4/7/2020



JAMES W. GIACOMINO
CLERK OF THE SUPERIOR COURT, PIMA COUNTY
BRIDGING TRADITION WITH THE FUTURE

JOB DESCRIPTION

CLASS TITLE: SUPERIOR COURTROOM CLERK II
CLASS CODE: 6128
PAY GRADE: 07
RATE OF PAY: \$22.18 - \$29.92
FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

Independently performs complex work involving extensive knowledge of legal procedures, court hearings, statutes, and rules of Court for specific legal disciplines. The position requires demonstrated proficiency in at least two judicial disciplines and the adaptability to provide seamless coverage across various court units for multiple rotations as operationally required. The Superior Courtroom Clerk II is expected to actively pursue and gain knowledge in all remaining judicial disciplines, working toward full mastery of the division's operational needs to ensure maximum flexibility and prepare for future advancement.

ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.

- Actively engages in cross-training rotations to achieve proficiency in all judicial disciplines, including but not limited to Criminal, Civil, Domestic, Probate, and Juvenile matters.
- Records and takes minutes of a variety of court proceedings, including oral motions, stipulations, avowals, rulings, and orders.
- Transcribes from shorthand notes or recordings to produce minute entries and court-related paperwork on the computer under minimal supervision.
- Administers oaths to witnesses, jurors, interpreters, and bailiffs or law clerks.
- Completes all chain-of-custody documentation and receives and marks exhibits for safekeeping, including drugs, weapons, and blood-borne pathogens.
- Releases admitted exhibits to the jury during deliberations or to counsel and law enforcement after trial.
- Impanels, draws alternates, and polls jurors; reads charges and records verdicts.
- Records and monitors matters taken under advisement to ensure judicial rulings occur within prescribed time limitations.
- Prepares certified copies, orders, and reports in an expedited manner within defined timeframes.
- Maintains a high level of confidentiality in all court and personnel matters.
- Performs related duties as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- English composition, grammar, punctuation and spelling
- Office practices and procedures
- Word processing and Windows environment
- Legal terminology and legal forms
- Court proceedings
- Thorough knowledge of VISTA

Skills and Ability to:

- Take notes and transcribe/edit from recording equipment or shorthand notes.
- Work in Word and Windows environment.
- Organize and prioritize multiple assignments simultaneously.

Superior Courtroom Clerk II

Job Description

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- Work well under pressure.
- Follow brief oral and written instructions quickly and accurately.
- Meet and communicate, both orally and in writing, with the judiciary, public, attorneys, law enforcement and court personnel and agencies

MINIMUM QUALIFICATIONS

- High school diploma or equivalent G.E.D. certificate.
- Typing 45 w.p.m. and demonstrated proficiency in composition, grammar and punctuation.
- Successful completion of the initial one-year probationary period as a Superior Courtroom Clerk I.
- Demonstrated proficiency in at least **two** judicial disciplines, with the adaptability to provide seamless coverage across various court units and a verified commitment to completing training in all remaining disciplines as operationally required.

LICENSES AND CERTIFICATES

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS

Typically performs duties in an office environment. May lift files, materials or equipment.

Must be able to lift 25 lbs.

DISTINGUISHING CHARACTERISTICS

This is a court-classified position that reports to the Courtroom Services Manager and Courtroom Services Director. The Superior Courtroom Clerk II is distinguished from the Superior Courtroom Clerk I by the successful completion of the initial one-year probationary period. While the Superior Courtroom Clerk I is a learning role, the Superior Courtroom Clerk II functions with minimal supervision and is often the sole representative of the Clerk's Office in the courtroom. This classification serves as the intermediate step in the division's career ladder, requiring a documented commitment to cross-training in all remaining Adult and Juvenile disciplines.



JAMES W. GIACOMINO
CLERK OF THE SUPERIOR COURT, PIMA COUNTY
BRIDGING TRADITION WITH THE FUTURE
JOB DESCRIPTION

CLASS TITLE: SUPERIOR COURTROOM CLERK III
CLASS CODE: 6127
PAY GRADE: 09
RATE OF PAY: \$23.94 - \$33.52
FLSA STATUS: NON-EXEMPT

PURPOSE OF CLASSIFICATION

Independently performs complex work involving extensive knowledge of legal procedures, statutes, and rules of Court. The Superior Courtroom Clerk III functions as a Lead and Trainer, providing subject matter expertise, operational support, and in-court instruction while maintaining full courtroom responsibilities.

ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.

- Assumes primary responsibility for the initial training of new employees and the ongoing training of current personnel being cross-trained in different judicial disciplines.
- Works one-on-one with trainees on FTR recording, proper note-taking for complex rulings (stipulations, avowals, etc.), and the receiving/marking of sensitive exhibits, including weapons and blood-borne pathogens.
- Manages scheduling and miscellaneous clerical duties in the absence of the supervisor.
- Serves as the procedural expert and "go-to" person for unit members, supervisors, and directors regarding job knowledge and court rules.
- Tracks attendance and timeliness for their assigned unit group.
- Provides feedback on performance reviews for employees working directly within their unit.
- Assists unit members in managing their workloads and maintains regular contact with the team to ensure operational efficiency.
- Acts as a formal liaison between unit members and supervision.
- Records and takes minutes of a variety of court proceedings, including oral motions, stipulations, avowals, rulings, and orders.
- Transcribes from shorthand notes or recordings and produces minute entries and court-related paperwork on the computer under minimal supervision.
- Administers oaths to witnesses, jurors, interpreters, and bailiffs or law clerks.
- Completes all chain-of-custody documentation and receives and marks exhibits, including drugs, weapons, or blood-borne pathogens.
- Releases admitted exhibits to the jury during deliberations or to counsel and law enforcement after trial.
- Impanels, draws alternates, and polls jurors; reads charges and records verdicts.
- Coordinates matters taken under advisement to ensure rulings occur within prescribed time limitations.
- Prepares certified copies, orders, and reports in an expedited and timely manner within defined timeframes.
- Maintains a high level of confidentiality in all court and personnel matters.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Office practices and procedures.
- Word processing and Windows environment.
- Legal terminology, legal forms, and court proceedings.
- Statutes and rules of Court for specific legal disciplines.
- Unit processes, training techniques, and workload management.

Superior Courtroom Clerk III

Job Description

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- Attendance tracking and personnel feedback procedures.
- Thorough knowledge of VISTA
- Current Courtroom Clerk training procedures

Skills and Ability to:

- Take notes and transcribe/edit from recording equipment or shorthand or steno notes.
- Work in Word and Windows environment.
- Organize and prioritize multiple assignments simultaneously.
- Work well under pressure.
- Follow brief oral and written instructions quickly and accurately.
- Meet and communicate, both orally and in writing, with the judiciary, public, attorneys, law enforcement and court personnel and agencies
- Ability to effectively communicate court proceedings and training procedures and adapt to trainees learning style

MINIMUM QUALIFICATIONS

- High school diploma or equivalent G.E.D. certificate.
- One year of experience as a Superior Courtroom Clerk II.
- Typing 45 w.p.m.
- Demonstrated proficiency in composition, grammar and punctuation.
- Must have the ability to act as trainer
- Demonstrated ability to function independently across the majority of (if not all) judicial disciplines.

LICENSES AND CERTIFICATES

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS

Typically performs duties in an office environment. May lift files, materials or equipment.

Must be able to lift 25 lbs.

DISTINGUISHING CHARACTERISTICS

This is a court-classified position that reports to a Courtroom Services Training Coordinator, Manager, Director, or Supervisor. The Superior Courtroom Clerk III is distinguished from lower levels by the responsibility to oversee unit processes, track attendance, and serve as the primary "go-to" person for job knowledge and procedural questions for unit members and leadership. The Superior Courtroom Clerk III is required to demonstrate mastery in the majority of judicial disciplines upon hire/promotion and must complete cross-training in all remaining disciplines within a defined timeframe to ensure full divisional flexibility. As a full-time trainer, the incumbent must demonstrate mastery in most judicial disciplines upon hire and complete cross-training in all remaining areas to ensure total divisional flexibility. The Superior Courtroom Clerk III often serves as the sole representative of the Clerk's Office in the courtroom.