

The Office of the Court Administrator is currently accepting applications for the following position

Court Assistant - (Justice Court Precinct #5 - Sierra Vista) \$27,846 annually plus a competitive benefits package. Grant Funded Position is Open until Filled. Performs varied high volume legal clerical duties involving court cases; receives and receipts for fines, fees, bonds and other monies; responds to public inquiries involving cases. Minimum Qualifications: High School Diploma or GED and two years experience in legal clerical duties. Minimum net typing speed of 45 words per minute (certificate of proficiency dated within the last six months must accompany application). Applicants must submit to criminal history background check and fingerprinting.

A Cochise County Judicial Department application is required for each position that is applied for. For more information, contact the Office of the Court Administrator, or visit our website at www.cochise.az.gov.



Cochise County Superior Court
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Equal Opportunity Employer