



TOWN OF PATAGONIA, ARIZONA JOB ANNOUNCEMENT

Court Clerk

Summary: Under general supervision from the Town Magistrate, the Court Clerk provides essential administrative support, customer service, and judicial support for the Municipal Court. This position is responsible for processing case files (civil, traffic, criminal), accepting payments, scheduling hearings and interacting with the public, attorneys and law enforcement.

Key Responsibilities: Key responsibilities include maintaining and updating case files, dockets, and calendars; process subpoenas, warrants and summons. Record courtroom proceedings, prepare documents, administer oaths and manage exhibits. Review, file, and process legal documents, orders and correspondence in compliance with court procedures. Assist attorneys, law enforcement, and the public with inquiries regarding case status and procedures. Process fines, fees and bond payments; maintain cash drawer.

Minimum Qualifications: High School diploma or equivalent; clerical experience (preferably in a court, legal or professional office setting); OR an equivalent combination of training, education and experience. Ability to speak fluent Spanish is required.

Salary/Classification: Full-time FLSA Non-Exempt position; Mon-Fri (8:00 a.m. – 5:00 p.m.); Pay Grade 43 (starting pay \$15.15/hr.), plus benefits as outlined in the Town Personnel Manual.

Close Date: Interested and qualified candidates are invited to apply by submitting a completed Town of Patagonia employment application and resume to the Town of Patagonia, PO Box 767, 310 McKeown Avenue, Patagonia, AZ 85624. (*Current employees are invited to apply by submitting a letter of interest and resume to Carmen Fuentes, Deputy Town Manager*). This position is open until filled.

Contact Information:

Town of Patagonia
Attn: Carmen Fuentes
Deputy Town Manager

Website: <https://patagonia-az.gov/positions-available/>
email: deputytownmanager@patagonia-az.gov
Phone: (520) 394-2229 Fax: (520) 394-2861

The Town of Patagonia is an equal employment opportunity employer.

Posted March 04, 2026