



Krista Kouts
Work Study Coordinator
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FINANCIAL AID

WORK STUDY JOB POSITION

Community Work Study

Deputy Clerk
Graham County Clerk of the Superior Court
Rebecca Ornelas/Heidi Torrio

Position Summary:

Federal Work Study Only. Under general supervision, greets customers in person and answers phones in a professional, courteous, and friendly manner. Duties will include compiling files for the courtroom calendar and filing all scanned documents into the correct files. Clerk will also assist in handing out court documents and performing other duties as assigned. Personal transportation required.

To Apply:

Email work study application to:
rornelas@courts.az.gov or apply in person at:
800 W. Main Street, Safford, AZ 85546 – Main Level

Contact Phone: (928) 428-3100