



FINANCIAL AID

Krista Kouts
Work Study Coordinator
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WORK STUDY JOB POSITION

Community Work Study

Legal Clerk

Graham County Courthouse – Clerk of the Superior Court

Heidi Torrio / Rebecca Ornelas

Position Summary:

Federal Work Study Only. Under general supervision, prepares and processes a variety of case files and legal documents. Answers phone calls and general office duties. Transportation needed. Please contact by email and include work study application and resume to ronelas@courts.az.gov. Once you have been hired, a copy of your work study application must be turned in to the Financial Aid Office and all necessary documents, including a payroll packet, need to be submitted to the Human Resources Department.

To Apply:

Email work study application to:

ronelas@courts.az.gov or apply in person at:

800 W. Main Street, Safford, AZ 85546 – Main Level

Contact Phone: (928) 428-3100