

CLERK AMANDA STANFORD

OFFICE OF THE CLERK OF THE SUPERIOR COURT – PINAL COUNTY AZ

BIOGRAPHY

Principles & Standards

Clerk Amanda Stanford brings experience in public service to her position as the Clerk of the Superior Court in Pinal County. Clerk Stanford served as the primary point of contact for all financial operations within the Clerk's office for several years. She has over *thirteen* years of experience in Government/ Public Sector Finance. Her office is a strong partner to both Pinal Superior and Lower Jurisdiction Courts. Clerk Stanford is committed to implementing *cost effective business practices* that are able to respond in scale to the continued and expected population growth in Pinal County. Fiscally conservative and mindful of every taxpayer dollar, Clerk Stanford brings a fresh and innovative approach to operations.

In this first term, Clerk Stanford has identified areas of need and areas to improve. She wishes to expand services to those parts of Pinal County that are currently underserved. Future goals include: utilizing current Information Systems technology to deliver real-time reporting



benchmarks and user-friendly "dashboards," adding extra measures of accountability and ensuring an orderly progression toward the digital/paper-on-demand court environment of the future. Security is a huge and overriding concern to Clerk Stanford; she and her team are dedicated to working closely to guarantee that the hundreds of thousands of documents within the Clerk's care are safe and secure.

Clerk Stanford has set high standards for her office of almost 100 staff. She is a state-recognized certified trainer for other counties in Arizona in *Minimum Accounting Standards (MAS)*. To the public, the bench, the bar and all justice partners,

CONTACT US

The Florence office of the Clerk of the Superior Court is located at 971 N. Jason Lopez Circle in the Pinal County Justice Complex, Building A. It is open to serve the public on weekdays from 8:00 a.m. until 5:00 p.m. Satellite offices are located in Apache Junction and Casa Grande. Our phone number is 520-866-5300. To learn more, visit:

<http://www.coscpinalcountyaz.gov/>

Facebook:

<https://www.facebook.com/pinalcountyclerk>

Twitter:

<https://twitter.com/AmandaCOSC>

@AmandaCOSC

Clerk Stanford is committed to excellence in service delivery.

She has earned her Bachelor of Science of Accounting from the University of Phoenix. She is a proud alumnus of the Dodie Londen Excellence in Public Service Series, an honor accorded to just eight women chosen from across the state in 2014.

Recommended by the Administrative Office of the

Courts (AOC), she has provided *statewide training* to newly appointed Finance Managers and was a *key collaborator* in process improvement including the enabling of Probation staff to take payments in the field. She was also a key collaborator in the conceptual development of Regional Court and, overall, continues to strive toward the principles of integrity, professionalism, accountability

and transparency in her office. Clerk Stanford took her oath of office in January of 2015, and looks forward to many years of service to the citizens of Pinal County, the county with the third highest population in the State of Arizona.

The Clerk was a longtime resident of Florence, Arizona. She currently resides in San Tan Valley with her husband and three children.

ROLES OF THE CLERK

Many Duties, One Title.

The office of the Clerk of the Superior Court was established by the Arizona Constitution as an elected official to serve as the official record keeper and financial officer for the Superior Court. Arizona Revised Statutes (ARS), the Supreme Court and Local Court Rules all clearly define the duties and functions of this office. Some of the functions and duties are:

ADMINISTRATOR OF COURT RECORDS AND EXHIBITS

All documents presented in Superior Court must be processed and secured by the office of the Clerk. Documents must also be purged according to statutory time constraints and archival standards. The Clerk must identify the changing needs of records management programs to ensure the best interest of all parties are served. She is

committed to paper-on-demand as a concept and looks for the digitization of records to be the norm.

JURY COMMISSIONER

A core duty for the Clerk is to serve as the Jury Commissioner. The Jury Commissioner oversees the viability of the Juror Pool so that all courts, Grand Jury, and other case types are adequately managed. The importance of being able to serve the judiciary in this capacity cannot be overstressed. Our system of justice has a foundational cornerstone that allows one to be tried “by a jury of one’s peers.”

FINANCIAL/FIDUCIARY OFFICER OF THE COURTS

The Clerk’s office receives, records, invests and disburses all statutory fees, fines, reimbursements, restitution and

public/custodial trust funds as ordered by the court. It is anticipated that over \$6 million will pass through the protection and care of the Clerk this year.

JUDICIAL AND QUASI-JUDICIAL OFFICER

The Clerk issues writs, subpoenas, wage assignments and other court-related orders, serving in a quasi-judicial capacity. The Clerk is also appointed as a Probate Registrar and performs limited judicial functions within that role.

EX-OFFICIO CLERK OF THE SUPERIOR COURT

Statute requires the Clerk’s presence at all court sessions. This is to ensure that the Clerk or her designees can receive and record court documents and exhibits establishing an independent record of court

proceedings. In this role, the Clerk is responsible for ensuring proper documentation of court action – as well as public access to court records.

ELECTED DEPARTMENT
ADMINISTRATOR

Clerk Stanford has the responsibility to establish best business practices and office policies. She must manage the budget given by the funding authority (the Board of

Supervisors) and ensure that all procedures are handled in accordance with the Superior Court, the Supreme Court and Pinal County Policies and Procedures.

Dedicated to Integrity, Professionalism, Accountability & Transparency.
Amanda Stanford, Clerk of the Superior Court in Pinal County AZ