

Did You Know? L&D Updates / Job Aid

COC Training <COCTraining@maricopa.gov>

Tue 2/14/2023 1:00 PM

To:Clerk of the Court - ALL STAFF <ClerkoftheCourt-ALLSTAFF@maricopa.gov>

Cc:COC Training <COCTraining@maricopa.gov>



Happy February!

The new year is off to a great start, and the Learning and Development team is going to help keep the positive vibes rolling.

The Learning and Development standards for this COJET year have evolved to help you grow toward your long-term career goals. Besides our exciting new facilitated courses, we offer a variety of mandatory courses to keep you knowledgeable about Clerk's Office policies and procedures.

There are several courses that are required this year:

- Ethics class
- Computer Network Security (CNS) class
- A Higher Calling: The Code of Conduct for Judicial Employees
- CUR109-COC - 2023 - 2023 COC Harassment Policy Curriculum
- CUR108-COC-23 - Clerk of Court Internal HR Policies

Want to learn more about what classes you can take to meet these requirements? Click on the link below to view the job aid created to help employees and leaders alike with understanding COJET requirements.

<https://clerkconnect.maricopa.gov/home/showpublisheddocument/2663/638112875319>

Staff: You can check out this year's requirements, and the exciting classes you can take to meet them on Clerk Connect: The document on Clerk Connect also explains the hourly requirements needed to stay complaint throughout the year.

Supervisors: You'll find helpful tips in this document about how to check your team's COJET hours. Pull your own up-to-the-minute COJET reports so you can pivot your staffing to help your team meet

their learning needs. It also has important reminders to help you guide your new hires and team members so they meet the training requirements within their first 5 days of employment. Overall - It helps you keep your team on track with their learning and growth.

Feel free to reach out if you have any questions by emailing COCTRaining@maricopa.gov. And be on the lookout for more updates about the growth opportunities coming from your Organizational Development team!!

Be well,

Zane A. Varnum

Organizational Development Manager



Clerk of the Superior Court

620 W. Jackson St., Suite 3052

Phoenix, AZ 85003

Phone: 602-372-0498

Fax: 602-506-4360

CONFIDENTIALITY NOTICE: This message, with any attachments, is intended only for the use of the individual or entity to whom it is addressed, and may contain information that is confidential and exempt from disclosure. If you are not the intended recipient, any dissemination, distribution, or copying of this message or any attachment is strictly prohibited. If you have received this message in error, please notify the original sender immediately by return E-mail and delete this message and all attachments.