

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Administrative Program Specialist  
**OCCUPATIONAL CATEGORY:** Professionals  
**DIVISION:** Superior Court  
**EFFECTIVE DATE:** 07/28/15



**CLASS CODE:** J220  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 15  
**STATUS:** Classified

### JOB SUMMARY

Under general supervision, performs professional journey-level work involved in the analysis, review, preparation and revision of the Superior Court budgets and financial activities. Undertakes and completes special projects and makes recommendations for the solution of complex problems involving court operations and facilities

### REPORTS TO:

Superior Court Administrator.

### SUPERVISION EXERCISED

Supervises assigned staff.

### ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Prepares budget requests for state and county budgets; compiles, reviews and prepares budget documents; assists in the identification and requests for additional staffing, equipment, facilities and related operational needs; identifies funding requirements, funding sources, grant funding availability and related services.
- Participates in budget development and preparation; provides justification and responds to inquiries.
- Monitors budget allocations; reviews budget expenditures, purchases and procurement.
- Researches, develops, prepares and submits grant funding applications; monitors and administers grant funded projects and programs.
- Reviews all transactions for compliance with Arizona Supreme Court and county regulations and budgetary limitations; reviews and analyzes internal accounting systems, practices, and procedures and makes recommendations for improvements or corrective actions; participates in the implementation of state and federal audit recommendations; prepares comprehensive financial statements and financial statistical reports.
- Reviews and assesses grant funding expenditure requests; reviews parameters of grant(s); determines if funding requests fit within the limits of the grant(s).
- Assesses grant and non-grant budget status; compiles projections and recommendations on expenditures; works with and assists staff regarding grant and non-grant funding needs, inquires and/or problems.
- Orders and monitors inventory of supplies, materials and/or equipment; maintains and updates a variety of statistical, financial, equipment/inventory and other files, records, logs, lists and/or reports.
- As authorized, participates in the hiring, interviewing, recommending and/or approval of new staff; supervises assigned staff.
- Analyzes problems, conducts research, and makes recommendations related to the identification, development, and implementation of solutions to enhance the operations of the Superior Court; receives and investigates complaints or inquiries from citizens.
- Consults with and advises the superior court administrator and others on operational needs, problems and resolution; participates in short and long-range planning.
- Works with and monitors performance of contract staff.
- Attends meetings and conferences as required.
- Prepares, analyzes and presents oral and written reports.

- Performs other functions/special projects as assigned.

## **SECONDARY JOB FUNCTIONS**

- Performs related work as required.
- Performs special assignments as requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of public budgeting/Generally Accepted Accounting Principles (GAAP). Knowledge of the principles of project management.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of trends and practices in office, court and business operations.
- Knowledge of the application of data processing techniques as they apply to accounting systems.

### **Skill in:**

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

### **Ability to:**

- Ability to review, prepare and analyze accounting transactions, to establish procedures within established guidelines and to prepare financial statements and technical reports in accordance with varying regulations and reporting requirements.
- Ability to apply accounting principles and techniques.
- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Comply with Superior Court of Mohave County Judicial Merit Rules, Administrative Procedures and Department Regulations.

## **WORK CONTACTS**

Regular contact with associate personnel, other county departments, other agencies and the general public.

## **WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 25 pounds.

## **REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

An Associate's degree in Business, Accounting, Public Administration or a closely related field **AND** three (3) years of relevant progressively responsible professional experience in budgetary, fiscal and project management preferably in government accounting supplemented with college-level accounting course work **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## **SPECIAL JOB REQUIREMENT**

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).

- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

#### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.