

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Program Specialist
OCCUPATIONAL CATEGORY: Paraprofessionals
DIVISION: Superior Court
EFFECTIVE DATE: 09/21/2016



CLASS CODE: J480
FLSA: Non-Exempt
SALARY RANGE: 16
STATUS: Classified

JOB SUMMARY

Under general supervision, oversees, manages, coordinates and supervises a variety of tasks associated with the day-to-day operations of a specialized program in support of a judicial division.

REPORTS TO:

Work is performed independently under general direction of a higher level of authority.

SUPERVISION EXERCISED

None.

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.*

Coordinates, oversees, manages, participates in and supervises one or more specialized programs for a judicial division; schedules meetings and activities; interviews potential attendees and/or reviews paperwork/applications; assesses past experience, potential for success and other factors; determines and/or recommends attendance.

Develops course schedule, curriculum and other program-related materials; provides guidance and assistance to program participants, staff, instructors and/or others involved in the program. Develops and presents staff training programs and materials; provides on-going and as required assistance, training and guidance. Assesses success, ability of participants to succeed and other aspects of program involvement.

Provides overall and one-on-one guidance and direction on operation of equipment, materials, supplies and other items; determines compliance to program goals, objectives, parameters and operations; assists staff and program participants regarding individual and/or collective issues, concerns and/or problems.

As assigned to Superior Court:

Oversee and work with dependency cases involving children who are placed in foster care within Mohave County and other neighboring counties. Coordinate communication and collaboration among attorneys, parents, service providers and all involved parties to facilitate the timely and efficient delivery of services, expedited permanency and increased wellbeing of children who are the subject of a dependency petition. Work with agencies and staff involved in the dependency process, help coordinate meetings and encourage collaboration between parties. Track and review meetings, attend Child Family Team and staffing meetings, set goals, objectives and evaluate work perform as applicable. Make contact and follow-up with parties to ensure visits and referrals are occurring and work with service providers to ensure any gaps in services are being addressed.

As necessary attend court hearings, provide support to the court process and complete case reports as assigned by the court in cases that require additional attention. Produce logs, summaries and related documents to help enhance the processing of dependency cases and identify ways to eliminate court continuances.

As assigned, initiate the recruitment and outreach for service providers and those individuals desiring further certification in the Infant Mental Health Endorsement and other early childhood mental health areas as well as assist with identifying topics for trainings in La Paz and Mohave Counties, including the Arizona Strip area and tribal communities.

Travel throughout the county, as well as other parts of the surrounding area is required on a regular basis. Some out-of-state travel may be required.

As assigned to Probation:

Oversees and manages assigned staff and personnel; interviews prospective program employees; hires, recommends and/or approves hiring; identifies and implements new employee and on-going staff training programs. Coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and process; establishes employee and operational performance measures, goals, objectives and priorities; evaluates work performance; prepares performance appraisals. Recommends, undertakes and/or approves performance related actions. Develops, reviews, approves and/or implements disciplinary actions.

As authorized, provides input to the budget process. Identifies, review requests and proposes staffing, equipment, facilities and related operational needs; as requested, participates in budget development, preparation and presentation. Responds to inquiries. As authorized, monitors budget allocations; reviews and/or oversees approvals of budget expenditures, purchases and procurement. Drafts, composes, reviews, edits and/or revises a variety of program-related documents, logs, summaries, statistical and/or financial reports and related documents.

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 management and supervision.
- Knowledge of the principles of strategic and program planning.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the principals of inventory control.
- Knowledge of trends and practices in program identification, development and monitoring.

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, evaluating, analyzing, identifying and recommending solutions to complex problems.
- Skill in editing, reviewing and producing written presentations and oral reports for internal and external audiences.
- Skill in identifying community resources, recruiting volunteers and evaluating individual and program effectiveness.
- 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 perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County 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 dangerous machinery, extreme weather conditions, hazardous chemicals, potential physical harm and/or infectious diseases.

- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 75 pounds.
- Work is subject to various post 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.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

An Associate's degree in Business, Public Administration or a closely related field **AND** three (3) years of relevant, progressively responsible program development, monitoring, management and/or operations that includes one (1) year of management and/or supervision **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.