

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Administrative Program Specialist
OCCUPATIONAL CATEGORY: Professionals
DIVISION: Superior Court
EFFECTIVE DATE: 06/20/2023



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

JOB SUMMARY

Under general supervision, undertakes, performs, and provides a variety of professional and administrative tasks involved in the support of court operations and a judicial division, as needed. As assigned, will perform a variety of duties associated with the completion and review of caseload management reports and operations. Additionally, will be assigned to provide backup support for other court administration positions as needed.

REPORTS TO:

Superior Court Administrator/Deputy Court Administrator

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.*

- 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.
- Attends meetings and conferences as required.
- Prepares, analyzes, and presents oral and written reports.
- Monitors and reviews day-to-day caseload management and related operations; identifies and monitors overall and individual case-type operations; tracks timelines, case processing times and related activities; determines caseload responsibilities; time delays, staff/position responsibilities and related caseload factors.
- Reviews current court policies, procedures, practices, and protocols; identifies and recommends to court administration areas needing changes/improvements/enhancements; as required, identifies and develops language, concepts, and methods to improve caseload operations.
- Works with the Clerk of the Superior Court's office to ensure uniform case status and to improve the overall quality and accuracy of court records and case management procedures.
- Assists in identifying, recommending, reviewing, assessing, and establishing caseload management goals and objectives; monitors caseload management goals and objectives; determines compliance; recommends and/or implements changes.
- Develops, maintains, updates, and presents statistical, narrative and/or other reports and/or records; drafts and/or composes reports for internal and external audiences.
- As assigned, provide coverage for the day-to-day operations of a judicial division; serves as a first point of contact for the judicial division; works with visitors, callers, and others having business with the division; maintains and updates schedules as required, updates the court calendar; schedules appointments, schedules and coordinates courtroom usage, contacts persons requesting appointments and performs related support tasks.
- As required, cross-trains on the duties of other court administration staff positions to provide support during absences and/or to assist with the effective operations of the court.
- 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 case management, business systems operations, or project management with college-level business 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.