

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Deputy Court Administrator
OCCUPATIONAL CATEGORY: Officials and Administrators
DIVISION: Superior Court
EFFECTIVE DATE: 02/22/2022



CLASS CODE: J112
FLSA: Exempt
SALARY RANGE: 25
STATUS: Unclassified

JOB SUMMARY

Under administrative direction of the Court Administrator and Presiding Judge, assists in the day-to-day oversight, management, administration and supervision of all functions associated with the overall operations of the Superior Court. As assigned, participates in personnel, fiscal, caseload, public information, intergovernmental relations and office management duties. Will assist with a variety of child and family court services, public education, research and advisory services and intergovernmental relations related to child and family court services. Provide leadership to the court by setting goals, establishing policy and procedure and coordinating with other agencies.

REPORTS TO:

This is an unclassified position that reports to the Superior Court Administrator.

SUPERVISION EXERCISED

This position performs duties under limited supervision and directs the operations of various administrative court divisions/units.

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.*

- Directs the administrative operations of the child and family court divisions to include Dependency, Mediation, Court Appointed Special Advocate (CASA), and the Infant and Toddler Court Team.
- Plans, assigns, supervises, trains, and evaluates the work of assigned subordinates.
- Assists in the short and long-term planning processes for all facets of court operations.
- Assists the Juvenile Court Presiding Judge in the preparation and implementation of court rules, policies, and procedures.
- Analyzes complex operational data and recommends, implements, and evaluates policy and procedural changes for assigned work units.
- Participates in problem solving and makes decisions within the scope of authority.
- Participates in the development of goals, objectives, and budgets for each functional unit managed.
- Monitors caseload, management and calendaring systems for compliance with standards, court policies and procedures.
- Assists the court administrator with issues concerning space, furnishings, equipment management, and security within court buildings.
- Acts as a liaison to other agencies with regard to court processes and procedures; represents the Court on external committees and boards to gather and provide input for court related matters.
- Provides support and assistance for treatment courts, may oversee the development of databases and managerial reports, preparation of grants and contracts, and requests for proposals.
- Assists in overseeing cooperative and collaborative efforts with other courts and justice system entities.
- Represents the Court Administrator as needed, serves as liaison with the judges and staff.

SECONDARY JOB FUNCTIONS

- Performs related work as required and 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, dispute resolution, dependency, severance, adoption proceedings, and other laws applicable to Division activities.

- Knowledge of the principles, practices, methods, and techniques of effective court administration and management.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of management and supervision.
- Knowledge of the principles of public budgeting, monitoring and evaluation.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of strategic planning.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the legislative process.
- Knowledge of trends and practices in court administration and public sector administration.

Skill in:

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- 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 producing written presentations and oral reports for internal and external audiences.
- Skill in organizing and coordinating the efforts of court personnel and others.
- 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 plan, organize, and direct large complex administrative services.
- Ability to analyze and implement legal requirements and other mandates.
- Ability to analyze and interpret operational efficiencies, difficult program and organizational problems, and present solutions clearly and concisely.
- Ability to exercise sound judgement and discretion.
- Ability to communicate effectively with employees, administration and management, judges, government and community agency representatives, community leaders, Administrative Office of the Courts officials, and the general public, both orally and in writing.
- 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 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 also deal with individuals who may be disruptive, unruly and/or unstable.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A master's degree in Business/Public or Judicial Administration, or a closely related field from an accredited college or university and five years of professional level administrative experience, preferably in a court or legal setting AND two years of professional experience in a leadership or supervisory position OR any equivalent combination of experience, training, and/or education from which comparable knowledge and skills have been achieved.

PREFERRED QUALIFICATIONS

Certification from the National Center for State Court's Court Management Program and/or Executive Program.

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.