



SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY Office Supervisor

Job Code: J665

SUMMARY NATURE/PURPOSE OF WORK: Under general supervision, oversees, manages, supervises, undertakes and performs a variety of tasks associated with the administrative, business and clerically-oriented processes of a court division.

MINIMUM QUALIFICATIONS: An Associate's degree in judicial, business, or public administration or related field **AND** three (3) years of relevant, progressively responsible office management, staff management, staff training, human resource, or closely related field that includes at least one (1) year of management or supervisory experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- 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 and practices of human resource management and supervision.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of trends and practices in office, court and business operations.
- Ability to work under pressure in a dynamic environment with changing program demands and priorities.
- Ability to plan, organize and maintain work flow.
- Ability to train and supervise employees.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively verbally and in writing.
- 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.

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

(continued on reverse side)



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EXAMPLES OF DUTIES: Oversees and coordinates the day-to-day activities of the front office, back office, satellite site offices, and training work units; plans, directs and supervises the work of assigned supervisory personnel; assigns and reviews the work of subordinates; coordinates staff resources and personnel; provides input and participates in the identification, review, assessment, evaluation and/or modification of office strategic plans; assists with the identification and monitoring of long and short range goals and objectives; participates in the budget process; identifies and/or recommends staffing, equipment, facilities and related operational needs. Serves as working supervisor providing backup and support to subordinate supervisors.

Participates in the budget process; identifies and/or recommends staffing, equipment, facilities and related operational needs; assists with identifying funding requirements, funding sources, grant funding availability and related services. As required, participates in budget development and preparation.

Participates in the hiring, interviewing, recommending and/or approval of new staff; identifies and implements new employee and on-going staff training programs; coordinates, prioritizes and assigns tasks and projects; tracks and reviews progress; monitors employee performance; conducts and /or reviews performance appraisals; recommends, undertakes and/or approves subsequent performance-related actions. Develops, reviews, approves, recommends and/or implements disciplinary actions.

Assists with identification, review, assessment, development, modification and implementation of operational policies and procedures; determines compliance and quality control; recommends changes to protocols and processes. Updates and maintains a variety of financial, statistical and/or operational files, records, logs, lists and/or reports; prepares reports and makes recommendations. Undertakes special projects as assigned or required.

Performs other functions as assigned.

ADDITIONAL REQUIREMENTS:

- Must possess and maintain a valid Arizona driver's license.
- May be exposed to 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 50 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.
- 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 &/or manmade disasters, infectious disease outbreaks, & 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.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).