



Pima County Consolidated Justice Court

Job Description

Job Title:	Administrative Services Manager
Class Code:	5699
Class Title:	Management & Supervision 2
FLSA:	Exempt
Court Status:	Court Classified
Minimum Qualifications:	
<p>A Bachelor's degree in Human Resources Management, Business or Public Administration , or a related field and five years of professional human resource, training or financial experience; OR any equivalent combination of experience, training and/or education approved by Human Resources.</p>	
Licenses and Certificates:	
<p>None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
Summary:	
<p>The purpose of this classification is to perform a variety of complex tasks related to the general administrative activities of the court to include directing and overseeing the human resources, training and education and financial services departments of the Justice Court; and to provide administrative support to the Court Administrator in areas such as policy implementation, regulatory compliance and budget administration.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champions the values of the court through example and accountabilities; • Provides leadership and supervision of the administrative services division to include the human resources, training and finance departments; • Supervises, directs and evaluates assigned staff; Evaluates employee performance, makes hiring decisions and takes disciplinary action up to and including termination; • Develops, proposes and as directed, implements policies or policy modifications as dictated by court needs, statutory or administrative law, case law or standard HR, Training or Financial Services practices; • Evaluates and monitors the effectiveness of services provided in the administrative services division and ensures adherence to personnel rules, policies and procedures, local, state and federal laws and guidelines; • Analyzes, defines and establishes division goals and objectives for long and short term planning; Participates in problem solving and makes decisions within scope of authority; Identifies strategies for the development and delivery of programs and services relating to the administrative services division; • Oversees budget preparation and financial operations; Ensures timely and accurate financial reporting; • Oversees all financial operations of the PCCJC to include but not limited to, Procurement, Financial Reporting, Accounts Payable, and Accounts Receivable; • Oversees staff professional development; Assesses court-wide professional development needs to drive training initiatives; • Ensures suitable training solutions are acquired and scheduled for court staff; Responsible for the effective development, coordination and presentation of professional development programs for court employees; • Manages the day-to-day operations of the human resources division including interpretation of policies, and decision-making in reply to employee requests for assistance including, but not limited to, benefits, interpretation of policies and procedures, payroll/timesheets issues, forms administration, employment procedures, and/or requests for personnel information in report format; • Oversees and/or conducts investigations of issues pertaining to harassment, discrimination, performance issues and pending employment litigation; Serves as a mediator to resolve complaints or grievances; Oversees the coordination and communication with legal counsel in employment matters and litigation; Responds to the legal requests for human resources related information; • Serves as the liaison with county human resources and payroll to administer benefits programs, process compensation and classification transactions, and coordinate payroll for court employees; Prepares personnel action forms (PAFs) from regular monthly reports or 	

individual requests to process specific employee transactions, such as end of probation or range adjustments, and classification changes.

- Coordinates the formulation, implementation, and maintenance of internal office procedures for recruitment and selection; Responds to inquiries from employees and the public regarding employment opportunities, advises employees and the public on human resources policies, rules, and procedures;
- Provides advice and direction to court management in the development of recruiting strategies and examination procedures for Justice Court positions; Monitors and analyze recruitment activity, data, and trends and makes recommendations regarding recruitment and selection issues within Justice Court; Processes employment applications into automated applicant tracking system, and assist applicants in completing applications and soliciting additional information where needed;
- Monitors employees on leaves of absence;
- Provides information, guidance and education on the interpretation of federal and state court rulings and new legislation in the area of employment law;
- Coordinates requests for temporary employment, including the maintenance of coverage logs, processes timesheets, preparation of identification cards, and reviews the accuracy of invoices;
- Processes the requests for employment verifications, resignation, and retirement notifications, and conducts exit interviews for voluntary terminations;
- Serve as the liaison with County Risk Management to ensure the completion of the appropriate forms and maintain logs and files for OSHA and workers compensation claims;
- Operate a variety of office equipment such as photo copiers, desktop computers, and facsimile machines;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Principles, practices and standards of human resources administration.
- Methods and procedures used in collecting, analyzing, interpreting and reporting data.
- Federal, State and local laws, rules, regulations, mandates and legal procedures applicable to the PCCJC and associated reporting requirements.

Skill in:

- Strong organizational, supervisory, leadership and performance management skills.
- Problem analysis and resolution.
- Must have the ability to effectively communicate with a wide range and diversity of court employees, judicial employees, judges, the public, and community representatives.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

Physical/Sensory Items:

Typically performs duties in an office environment and may lift material or equipment weighing twenty pounds or less.