



# Pima County Consolidated Justice Court

## Job Description

<b>Job Title:</b>	<b>Case Management Lead</b>
<b>Class Code:</b>	9000
<b>Class Title:</b>	Administration Level 1 - Courts
<b>FLSA:</b>	Non-Exempt
<b>Court Status:</b>	Court Classified
<b>Salary Range:</b>	\$13.8278 – \$20.7423 hourly
<b>Minimum Qualifications:</b>	
<p>High School diploma or equivalent and three years of administrative/clerical experience to include two years of experience performing administrative/clerical duties in a legal office setting; OR any equivalent combination of experience, training and/or education approved by Human Resources.</p>	
<b>Licenses and Certificates:</b>	
<p>None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
<b>Summary:</b>	
<p>Assists the Case Management Supervisor by providing specialized support. The incumbent will handle complex work assignments and must exercise initiative and make independent decisions. This is a court classified position that reports directly to the Case Management Supervisor.</p>	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Champion the values of the court through example and accountabilities;</li> <li>• Assist in the coordination and determination of priorities of work load, monitoring levels of resources, establishing time lines, assigning work, monitoring progress, recommending changes and suggestions, writing, reviewing, and editing reports prepared by staff, and approving completed projects and reports;</li> <li>• Provide customer service by responding to information requests, conducting research, providing solutions to problems, and correcting errors;</li> <li>• Resolve problems by correcting errors in databases, answering questions, identifying, investigating, resolving and reporting problems, and discussing and resolving complaints;</li> <li>• Assist with ensuring that unit work conforms to local, state, and federal governmental regulations, and other applicable rules and requirements;</li> <li>• Assist with the development, implementation, evaluation and interpretation of division policies, projects and procedures;</li> <li>• Promote positive moral in the unit by providing leadership and guidance to staff through example, competency, and accountabilities;</li> <li>• Assist with monitoring employee performance, identifying personnel issues and informing the supervisor, offering feedback to the supervisor regarding employee performance evaluations;</li> <li>• Assist with the preparation and verification of time sheets, logging of absences and vacation time;</li> <li>• Assist with coordinating staff schedules to ensure adequate coverage;</li> <li>• Assist with the preparation of reports including budget reports, databases and other documents by researching and verifying facts, consulting with other agencies, compiling statistics and preparing, submitting and distributing drafts;</li> <li>• Ensure standard accounting practices are utilized.</li> </ul>	

<b>Additional Duties:</b>
<ul style="list-style-type: none"> <li>• Assist in the training of unit staff;</li> <li>• Participate and serve on committees and specialized workgroups as directed by the Case Management Supervisor;</li> <li>• Operate a variety of office equipment such as photo copiers, desktop computers, facsimile machines and a cash register;</li> <li>• Complete duties, special assignments and projects as assigned.</li> </ul>
<b>Knowledge of:</b>
<ul style="list-style-type: none"> <li>• Practices and procedures of a legal office environment;</li> <li>• PCCJC personnel policies, rules and systems;</li> <li>• Federal, State and local laws, rules, regulations, mandates and legal procedures for the area of assignment;</li> <li>• PCCJC Training methods, programs and procedures;</li> <li>• General office practices and procedures;</li> <li>• PCCJC procedures, preparing and maintaining official court records;</li> <li>• Business English, spelling, grammar and punctuation;</li> <li>• Basic mathematics.</li> </ul>
<b>Skill in:</b>
<ul style="list-style-type: none"> <li>• Coordinating internal activities with other divisions, departments and jurisdictions;</li> <li>• Coordinating the efforts of support staff;</li> <li>• Effective communicating both orally and in writing;</li> <li>• Assisting with the development and administration of training/development programs and changes to operating procedures;</li> <li>• Assessing the impact of new/changed rules, regulations and mandates on activities of assigned areas;</li> <li>• Interacting with the public and providing customer service;</li> <li>• Understanding and following oral and written instructions;</li> <li>• Entering and proofreading data utilizing word processing and data bases;</li> <li>• Operating a cash register and making basic mathematical calculations;</li> <li>• Operating various office equipment.</li> </ul>
<b>Special Notice Items:</b>
<p>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.</p>
<b>Physical/Sensory Items:</b>
<p>Typically performs duties in an office environment and may lift material or equipment weighing twenty-five pounds or less.</p>