



Pima County Consolidated Justice Court

Job Description

Job Title:	Court Administrator
Class Code:	5691
Class Title:	Justice Court Administrator
FLSA:	Exempt
Court Status:	Unclassified
Salary Range:	\$85, 246 - \$127, 869 annually
Minimum Qualifications:	
<p>A Bachelors Degree in Criminal Justice, Court Management, Business Administration, Public Administration or a closely related field from an academically accredited college or university <u>and</u> eight years of progressively responsible administrative experience in court management or judicial administration; OR A Masters Degree in one of the cited disciplines <u>and</u> six years of the above mentioned experience. <i>Certification as a Fellow of the Institute for Court Management is preferred and may substitute for up to three years experience in a court setting.</i></p>	
Licenses and Certificates:	
None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.	
Summary:	
Under the direction of the Presiding Justice of the Peace (Presiding Judge), plans, administers, and directs all non-judicial operations and functions of the Pima County Consolidated Justice Court (PCCJC).	
Essential Duties:	
<ul style="list-style-type: none"> • Plans, coordinates, integrates, and oversees the operations of Pima County Consolidated Justice Court (PCCJC) administrative operations, activities, policies and procedures within the PCCJC to include Case Management, Courtroom Services, Judicial Services, Information Technology, Finance, Security, Human Resources, and Facilities; • Assists the Presiding Judge in short and long range planning for all facets of court operations and implementing court technology initiatives; • Develops and implements policies, procedures and rules for administrative functions; • Mentors and provides direction to the management team as to the daily operations and long-term goals of the Court; • Oversees the selection, training, supervision and evaluation of PCCJC personnel; • Manages and directs the preparation and administration of the court budget, contracts and grants; • Oversees the management and retention of court records, case flow and calendaring systems for compliance with standards and court automation; • Directs facility management, including facility security; makes suitable courtroom and personnel arrangements for the Justices of the Peace, pro tems and hearing officers; • Participates in the preparation and implementation of court rules, polices and legislation; • Compiles and evaluates statistical data related to the efficiency and effectiveness of court operations and makes recommendations; 	

Additional Duties:

- Assigns and conducts special projects, studies and reports;
- Coordinates activities and services and serves as liaison with court departments, local and state-wide courts, government agencies, law enforcement, news media and the general public;
- Responds to and resolves difficult and sensitive citizen inquires and complaints. Meets with the media to provide information and responds to inquires;
- Represents the presiding judge on interdepartmental and state-wide committees, task forces and associations;
- Establishes, maintains and improves automation and communication systems;
- May provide guidance and assist to other rural limited jurisdiction courts within Pima County;
- Assists the Presiding Judge as directed.

Knowledge of:

- Principles, practices, methods and techniques of court administration and personnel management;
- Case flow management;
- Relevant laws, rules and regulations and procedures pertaining to the judicial structures, court structures and organizations, functions and services;
- Principles and practices of public administration, budgeting, and procurement;
- Principles of facility management and security;
- Microsoft Window Office products.

Skill in:

- Establishing and maintaining effective relationships with other county departments, subordinate personnel, public officials and the general public.
- Analyzing, develop and implement policy and procedural improvements.
- Assessing the impact of new/changed rules, regulations and mandates on activities of assigned areas
- Managing, planning, directing and evaluating court systems;
- Listening, communicate and work effectively, verbally and in writing with a diverse group of people
- Developing and writing policy and procedure
- Coordinating internal activities with other divisions, departments, jurisdictions, contractors, and vendors;

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.

Physical/Sensory Items:

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