



# Pima County Consolidated Justice Court

## Job Description

<b>Job Title:</b>	<b>Deputy Court Administrator</b>
<b>Class Code:</b>	9002
<b>Class Title:</b>	Administration Level 3 - Courts
<b>FLSA:</b>	Exempt
<b>Court Status:</b>	Unclassified
<b>Hiring Range:</b>	\$73, 508 - \$110, 261
<b>Minimum Qualifications:</b>	
<p>Bachelors Degree in Business, Public or Judicial Administration, or a closely related field from an academically accredited college or university and eight years of progressively responsible administrative experience in court management or judicial administration; or a Masters Degree in Business, Public or Judicial Administration, or a closely related field and three years of progressively responsible administrative experience in court management or judicial administration; 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>The purpose of this classification is to perform a variety of complex tasks related to court administration to include directing case and records management, judicial services, court interpreters and coordinating facility needs; and to provide responsible administrative support to the Court Administrator in areas such as policy implementation, regulatory compliance and budget administration. This is an unclassified position that reports directly to the Court Administrator.</p>	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Champions the values of the court through example and accountabilities;</li> <li>• Provides leadership and supervision of the court services division;</li> <li>• Supervises, directs and evaluates assigned staff;</li> <li>• Evaluates employee performance, make hiring decisions and take disciplinary action up to and including termination;</li> <li>• Develops training programs and trains staff in office procedures and policies;</li> <li>• Assists in directing the administrative operations of the Justice Court;</li> <li>• Assists in short and long-term planning process for all facets of court operations;</li> <li>• Assists the court administrator and judges in the preparation and implementation of court rules, policies and procedures;</li> <li>• Evaluates proposed changes of policies and procedures, reports on the merit and impact of the changes on workload and implements changes as necessary;</li> <li>• Researches, evaluates and makes recommendations regarding the impact of new legislation on court processes and procedures;</li> <li>• Analyzes complex operational data and recommends, implements and evaluates policy and procedural changes;</li> <li>• Consults with division supervisors on administrative problems and assists in developing and implementing improvements;</li> <li>• Resolves procedural, operational, and other work-related problems by analyzing situations, interpreting statutes and rules, and applying information and logic to reach a solution;</li> <li>• Participates in problem solving and makes decisions within the scope of authority;</li> </ul>	

<ul style="list-style-type: none"> <li>• Coordinates activities and services and serves as liaison, as designated, with the Administrative Office of the Courts (AOC), Superior Court, Clerk of the Superior Court, and local and state agencies, news media and general public;</li> <li>• Assists the Court Administrator with issues concerning space, furnishings and equipment management within the court buildings;</li> <li>• Serves as a liaison for specialty court programs to the judges and stakeholders;</li> <li>• Monitors case flow management and calendaring systems for compliance with standards, court policies and procedures;</li> <li>• Serves as records retention coordinator/manager for court administrative records;</li> <li>• Assists in overseeing cooperative and collaborative efforts with other courts and justice system entities including the electronic transfer of and access to mutually beneficial data.</li> </ul>
<b>Additional Duties:</b>
<ul style="list-style-type: none"> <li>• Acts on behalf of the Court Administrator when designated;</li> <li>• Compiles data and writes periodic narrative and statistical management information reports regarding case flow, workload projections, service level trends, etc.;</li> <li>• Completes duties, special assignments and projects as assigned.</li> </ul>
<b>Knowledge of:</b>
<ul style="list-style-type: none"> <li>• The principles, practices, methods and techniques of effective court administration and management;</li> <li>• Relevant laws, rules, regulations and procedures pertaining to the judicial structures;</li> <li>• Court structures and organizations, functions and services;</li> <li>• Accounting, mathematics and statistical methods and procedures;</li> <li>• Strategic planning principles and practices.</li> </ul>
<b>Skill in:</b>
<ul style="list-style-type: none"> <li>• Plan, organize and direct large complex administrative services;</li> <li>• Analyze and interpret operational efficiencies, difficult program and organizational problems, and present solutions clearly and concisely;</li> <li>• Establish and maintain effective working relationships with others;</li> <li>• Communicate effectively, both orally and in writing.</li> </ul>
<b>Special Notice Items:</b>
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.
<b>Physical/Sensory Items:</b>
Typically performs duties in an office environment and may lift material or equipment weighing twenty pounds or less.

<b>Job Title:</b>	Deputy Court Administrator		
<b>Revised:</b>	11/17/09; 04/07/11; 4/2013		
<b>Approved by:</b>			
	Court Administrator:		<b>Date:</b>
	Human Resources Manager:		