



Pima County Consolidated Justice Court

Job Description

Job Title:	Training and Education Coordinator
Class Code:	9001
Class Title:	Administration Level 2 - Courts
FLSA:	Exempt
Court Status:	Court Classified
Salary Range:	\$40, 641 - \$60, 961 annually
Minimum Qualifications:	
<p>A Bachelor's degree in education, organizational development, business administration, or a related field and four years of professional level training and development experience, including experience in coordinating and delivering training and educational programs. Or, any equivalent combination of experience, training and/ or education approved by Human Resources.</p>	
Licenses and Certificates:	
<p>Must have a valid Arizona Driver's license at the time of appointment.</p>	
Summary:	
<p>Performs a variety of administrative/clerical tasks to support the court mandated educational requirements; maintains training files and documentation, develops and instructs training curriculum, and makes independent decisions regarding training subjects. The incumbent will provide training on the court automation system and on business practices at all levels of the court. This position has no supervisory responsibilities.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Coordinate and facilitate educational and training programs, at various court locations, for court staff to meet training requirements as mandated by the Administrative Office of the Courts (AOC); • Assist facilitators in the development of course curriculum, materials, and with their presentation skills in support of establishing training classes; • Develop specialized training classes and programs for specific groups of employees; • Research, develop and maintain relationships with outside facilitators to provide court training opportunities; • Develop and present internal training programs for various information systems and applications utilized by the court; • Organize, plan and present training programs for various business practices utilized by the court; • Provide orientation training for new employees in basic desktop automation tools used by the court; • Assist management to develop and maintain operational procedures that will guide and assist courts in using court automation software. Tests these procedures against existing software and enhancements to, or new versions of, that software; • Provide reports and compliance data to court management and the AOC Education Services Division; • Conduct needs assessments to identify training opportunities to improve employee skills and performance; • Approve independent learning programs, professional conference attendance, and outside educational programs for Council on Judicial Education and Training (COJET) credit, in accordance with established criteria; • Coordinate new employee orientation programs; • Establish and maintain a core training curriculum for supervisory and staff employees to develop management skills; • Evaluate the effectiveness of training programs and makes recommendations towards improvements; • Provide one-on-one mentoring to in-house facilitators to improve their presentation skills. 	

Additional Duties:
<ul style="list-style-type: none"> • Coordinate travel and lodging plans and payment of registration fees with designated court personnel; • Assist with the planning and/or implementation of educational projects developed by other departments in Justice Court; • May participate on local and/or statewide committees developing policy and training guidelines; • May participate in designing, developing, organizing, facilitating, and evaluating educational conferences for court employees in Southern Arizona; • Complete duties, special assignments and projects as assigned.
Skill in:
<ul style="list-style-type: none"> • Must have skill in the principles, practices and methods of providing educational and training programs; • Must have skill in adult education, learning styles and effective teaching techniques; • Must have proficient skills in project management, coordinating and delivering educational training to adult clients; • The ability to work effectively with judges, administrators, court staff and the public; • Must provide excellent customer service to both internal and external customers; • Excellent oral and written communication skills; • Must have computer skills in Microsoft Word, Excel, and PowerPoint; • Must have effective presentation skills; • Must have the ability to interface with and communicate effectively with diverse audiences.
Special Notice Items:
<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>
Physical/Sensory Items:
<p>Typically performs duties in an office environment and may lift material or equipment weighing twenty pounds or less. May have to sit and stand for long periods of time.</p>