



Pima County Consolidated Justice Court

Job Description

Job Title:	Court Case Management Supervisor
Class Code:	5595
Class Title:	Court Case Management Supervisor
FLSA:	Exempt
Court Status:	Court Classified
Minimum Qualifications:	
<p>An associate degree from an accredited college or university with a major in business or public administration, criminal justice, social or behavioral science, or a related field and two years of progressively responsible court experience in two or more functional court areas; OR a high school diploma and four years of progressively responsible court experience in two or more functional court areas and a minimum of one year lead or supervisory experience in a court or legal setting. Certification from the Leadership Institute through the Administrative Office of the Court or from the National Center for State Courts may substitute for up to one year of supervisory or lead experience in a court or legal setting.</p>	
Licenses and Certificates:	
None required.	
Summary:	
Supervises staff and coordinates all assigned work in a unit preparing, processing, researching, and maintaining records, databases, and reports.	
Essential Duties:	
<ul style="list-style-type: none"> • Assist with the development, implementation, evaluation, and interpretation of division policies, projects, and procedures. • Ensure that unit work conforms to local, state, and federal governmental regulations, and other applicable rules and requirements. • Assign and monitor overall unit workload distribution and activities. • Investigate, document, and resolve customer and employee complaints. • Provide employee training, performance goals, and appraisals. • Make hiring decisions and take disciplinary action actions up to and including a suspension of fewer than 40 hours. • Develop training materials and manuals to assist staff in learning and maintaining their knowledge and skills. • Prepare and verify timesheets, logging absences and vacation time. • Coordinate staff schedules to ensure adequate coverage. • Assist with records and document management issues. 	

- Monitor case management processes and data to ensure accuracy.
- Maintain order and decorum by instructing and assisting persons having business with the court.
- Keep the judicial officer and courtroom clerks informed of problems or unusual situations that may affect court proceedings.

Additional Duties:

- May serve as a backup to the Civil Traffic Hearing Officer.
- Assists in the preparation of the department budget and monitoring of expenditures such as capital equipment purchases and the ordering of supplies.
- Provides information regarding case management records of court activities to government agencies and the public upon request.
- Participate and serve on committees and specialized workgroups as directed.
- Complete duties, special assignments, and projects as assigned.

Knowledge, Skills, and Abilities:

- Must have a working knowledge of case management processes and software.
- Must have a working knowledge of the principles of supervision, training, communication, delegation, and be able to demonstrate sensitivity in handling personnel matters.
- Must have proficient skills to operate a computer and work with Microsoft Office software to include Outlook, Word, Excel spreadsheets, and electronic databases.
- Must have a general knowledge of the operation and procedures of a court and the justice system.
- Must have the ability to manage resources and be familiar with basic budget planning.
- Must have the ability to plan, organize, and coordinate support functions in an office setting.
- Must have the ability to research facts, analyze, and identify resolutions to issues.
- Must have the ability to work with and maintain the confidentiality of court-related information.
- Must have the ability to work independently and under pressure.
- Must have the ability to communicate effectively, both verbally and in writing, with a diverse group of people.

Special Notice Items:

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

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

Physical/Sensory Items:

Typically performs duties in an office environment to include sitting for extended periods of time and occasionally bending and stooping. May lift material or equipment weighing 20 pounds or less.