



## Pima County Consolidated Justice Court

### Job Description

<b>Job Title:</b>	<b>Courtroom Operations Supervisor</b>
<b>Class Code:</b>	5523
<b>Class Title:</b>	Courtroom Operations Supervisor
<b>FLSA:</b>	Exempt
<b>Court Status:</b>	Court Classified
<b>Minimum Qualifications:</b>	
<p>An associate's 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 supervisory or lead experience OR a high school diploma and four years supervisory experience or lead 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>	
<b>Licenses and Certificates:</b>	
None required.	
<b>Summary:</b>	
Supervises staff and coordinates all assigned work in a unit preparing, processing, researching, and maintaining records, databases, and reports.	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>Assist with the development, implementation, evaluation, and interpretation of division policies, projects, and procedures;</li> <li>Interact frequently with judicial personnel to coordinate the tracking of court cases and producing accurate court schedules;</li> <li>Maintain order and decorum by instructing and assisting persons having business with the court, keep the judge informed of problems and unusual situations which affect court proceedings;</li> <li>Ensure that unit work conforms to local, state, and federal governmental regulations, and other applicable rules and requirements;</li> <li>Ensure the court calendar is maintained by overseeing courtrooms to ensure that all courtroom functions are properly staffed and that paperwork is processed in a timely manner;</li> <li>Perform administrative functions needed to ensure that people and documents flow smoothly into the courtroom;</li> <li>In addition to regular courtroom coverage, provide courtroom coverage for initial appearance court</li> </ul>	

coordinating functions with city magistrates, public defender, the jail, and other agencies as necessary;

- 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;
- Keep the judicial officer and courtroom clerks informed of problems or unusual situations that may affect court proceedings;
- Oversee the coordination of the daily, weekly, and monthly court interpreter calendar. Monitor the scheduling of court interpreters, independent contract interpreters, remote interpretation services providers as needed to ensure that the language and communication access needs of all court participants are met;
- Oversee the scheduling and the provisions of telephonic, Video Remote Interpretation (VRI), Computer Assisted Real Time Translation (CART) services and addresses quality control and technical issues as they arise to ensure meaningful language access to court proceedings, programs and services for Limited English Proficient (LEP) and deaf/hard of hearing individuals in any language;
- Ensure vital court forms and documents are assigned for translation into Spanish and other languages as required;
- Ensure court interpreters meet credentialing requirements.

#### **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 courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

A valid AZ driver license is required at the time of appointment if duties will require court travel reimbursement. The successful applicant will be subject to a 39-month Motor Vehicle Record review to determine the applicant's suitability to operate a motor vehicle in accordance with Pima County administrative procedures. Out-of-state applicants must supply a 39-month Motor Vehicle record from their home state pursuant to Pima County Administrative Procedure 30-31 Driver Qualifications and Authorization.

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.