

## Pima County Consolidated Justice Court

### Job Description

<b>Job Title:</b>	<b>Training and Education Specialist - Courts</b>
<b>Class Code:</b>	5664
<b>Class Title:</b>	Training and Education Coordinator
<b>FLSA:</b>	Exempt
<b>Court Status:</b>	Court Classified
<b>Minimum Qualifications:</b>	
<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, an Associate's degree in education, organizational development, business administration, or a related field and six years of professional level training and development experience, including experience in coordinating and delivering training and educational programs; OR eight years of professional level training and development experience, including experience in coordinating and delivering training and educational programs</p>	
<b>Licenses and Certificates:</b>	
None required.	
<b>Summary:</b>	
<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>	
<b>Essential Duties:</b>	
<ul style="list-style-type: none"> <li>• Coordinate and facilitate educational and training programs for court staff to meet training requirements as mandated by the Administrative Office of the Courts (AOC);</li> <li>• Assist facilitators in the development of course curriculum, materials, and with their presentation skills in support of establishing training classes;</li> <li>• Provide one-on-one mentoring to in-house facilitators to improve their presentation skills;</li> <li>• Develop specialized training classes and programs for specific groups of employees;</li> <li>• Research, develop and maintain relationships with outside facilitators to provide court training opportunities;</li> <li>• Organize and plan training programs for various business practices utilized by the court;</li> <li>• Evaluate the effectiveness of training programs and makes recommendations towards improvements;</li> </ul>	

- Provide reports and compliance data to court management and the AOC Education Services Division;
- Establish and maintain a core training curriculum for supervisory and staff employees to develop management skills;
- 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.

#### **Additional Duties:**

- 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.

#### **Knowledge, Skills, and Abilities:**

- 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;
- Must have the ability to interface with and communicate effectively with diverse audiences.
- 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 strong computer, analytical, presentation, organization, and time management skills;
- Must have the ability to communicate effectively, both verbally and in writing, with a diverse group of people.
- Must have the ability to work independently and under pressure.

#### **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's 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.