

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Case Management Specialist
Job Code: 8054
Pay Grade: 41
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Responsible for the timely and accurate scheduling of a high volume court calendar and the processing of court documents to ensure efficient case processing.

Performs a variety of tasks and makes decisions directly related to court case management and the scheduling of hearings.

ESSENTIAL FUNCTIONS:

The essential functions for this position are performed in support of each court bench such as civil, criminal, family law, and probate. Incumbents in this classification may cross-train between benches or stay in support of one bench. Incumbents are expected to learn that the process, flow of cases, and documents will differ between benches when they perform their duties.

- Prepares and maintains calendars of court events to determine prioritization of events, efficient use of courtroom space, and the usage of time of courtroom personnel.
- Coordinates case management functions with judicial staff and other court departments such as jury commissioner's office, court interpreters', probation and the Clerk of Court's Office.
- Interacts with the public to respond to requests for information and provide information regarding court cases. Communicates with court divisions and the legal community via emails and written notices to coordinate case-related activities and maintain the flow of case processing.
- Schedules hearing dates for criminal, civil, domestic, and/or probate matters, and processes paperwork as necessary. Problem solves the variety of issues that occur with the case-flow management process.
- Reviews daily calendars for all judicial divisions. Provides case information to concerned parties and the public using both manual and automated systems.
- Attends court hearings, notates significant actions taken in courtroom, and enters pertinent information into the court's database.
- Schedules Pro Tempore to hear matters when judges are not available.
- Reassigns cases resulting from recusals and/or notices of change of judge.
- Prepares special calendar(s) for specific events, on an as necessary basis.
- Reviews case files and individual legal documents to ensure completeness of records, timeliness of case flow and compliance with court protocol and judicial rules and procedures. Determines further action as required and issues appropriate notices or orders as directed.
- Prepares legal notices and court orders for the Judge's signature.
- Maintains and operates office equipment such as fax machines, copiers, desktop computers, calculators, and paper shredders.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- Cross train among the five benches in the court as much as possible.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have a general knowledge of legal procedures, practices, and terminology.
- Must have a good knowledge of business English, the skills to employ grammar, punctuation, and spelling in written notices and/or documents, and a good mathematical aptitude .
- Must have the knowledge of Microsoft Office software and the skills to enter, modify, and retrieve information in a multipart database.
- Must have the decision-making skills to prioritize and complete assigned tasks in a flexible, efficient and accurate manner.
- Must have the ability to perform work to established time constraints and deadlines.
- Must have the ability to communicate effectively with a diverse group of coworkers, judicial staff, attorneys, and the public.
- Must have the ability to work effectively within a team-based environment.

MINIMUM REQUIREMENTS:

A High School diploma or equivalent G.E.D. certificate and four years of administrative/clerical work experience. Or, any equivalent combination of experience, training and/ or education approved by Human Resources.

Preference will be given to work experience involving the preparation and processing of legal documents or providing clerical support in a court position, in a law office, in law enforcement, and/or in corrections.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Supervisor, Case Management Services. The incumbent performs duties under general supervision and has no supervisory responsibilities.

Date: 7/94

Revised: 2/96; 6/98; 1/00; 6/01; 8/02; 10/03; 07/19/07; 05/01/08; 10/06/08; 07/01/12; 08/07/13

Approved by:

Hiring Authority

Date

Director, Human Resources

Date