

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Class Title: Court Administrator
Class Code: 5687
Pay Grade: 85
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

The Superior Court, Court Administrator directs all non-judicial, administrative and financial functions of the Superior Court and performs related work as required.

ESSENTIAL FUNCTIONS:

- Directs, organizes, coordinates, integrates and oversees the operations of Superior Court Administration and all Superior Court non-judicial divisions to include: Jury Commissioner, Calendar Services, Court Interpreters, Information Technology Services, Pretrial Services, Law Library, Finance, Human Resources, Facilities and Resource Management.
- Assists judges in short and long-term planning for all facets of court operations and directs the preparation of the Court five-year strategic plan.
- Assists judges in the preparation and implementation of court rules, policies and legislation, including testifying in the courts' behalf.
- Coordinates activities and services and serves as liaison with court departments, local and state government agencies, the Bar, news media and general public.
- Assists the Presiding Judge with issues concerning space and equipment management within the court buildings.
- Manages and directs the preparation and presentation of the Court budget, to include overseeing the management of accounting, purchasing and all financial control functions.
- Monitors and oversees case flow management and calendaring systems for Superior Court.
- In cooperation with the Clerk of the Court's office, oversees records management to include administrative and case records.
- Coordinates and oversees the cooperation and integration of the Superior Court with limited jurisdiction courts and Supreme Court, including the electronic transfer and access to relevant data.

Additional Responsibilities/Duties

- Performs other projects and tasks as directed by the Presiding Judge.
- May serve on local and/or statewide committees or boards on behalf of Pima County Superior Court.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- ◆ the principles, practices, methods and techniques of court administration and management;
- ◆ relevant laws, rules, regulations and procedures pertaining to the judicial structures;
- ◆ court structures and organizations, functions and services;
- ◆ accounting, mathematics and statistical methods and procedures as applied to strategic long-range planning;
- ◆ current analysis and applications programming and technology as applied to the judicial system.

Skill in and ability to:

- ◆ plan, organize and direct large complex administrative services;
- ◆ analyze and interpret operational efficiencies, difficult program and organizational problems, and present solutions clearly and concisely;
- ◆ establish and maintain effective working relationships with others;
- ◆ communicate effectively, both orally and in writing.

MINIMUM REQUIREMENTS:

Masters Degree in Business, Public or Judicial Administration, or a closely related field, and five years of progressively responsible administrative experience in court management or judicial administration; or a Bachelors Degree in Business, Public or Judicial Administration, or a closely related field, from an academically accredited college or university and ten years of progressively responsible administrative experience in court management or judicial administration. Graduation from the Institute for Court Management preferred.

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:

Supervised by: Superior Court Presiding Judge

Judicial Merit: Management position in the **unclassified** service of the Courts.
(Not covered under the Judicial Merit or State Merit System)

Date: 5/21/98
Revised: 01/15/04