

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Deputy Court Administrator
Job Code: 8002
Pay Grade: 79
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

The Deputy Court Administrator plans, directs and oversees the management functions of the Trial Services Division of court administration, which consists of calendar services, the jury commissioner's office, court reporting, court interpreters and the statistics and research unit. The position also directs the activities of the training and education unit, the reception and copying center and the clinical liaison. The position reports to the Superior Court Administrator and assists in a wide variety of high-level administrative activities across the entire court.

ESSENTIAL FUNCTIONS:

- Assists in directing the administrative operations of the Superior Court.
- Assists in short and long-term planning process for all facets of court operations.
- Assists the court administrator and judges in the preparation and implementation of court rules, policies and procedures.
- Analyzes complex operational data and recommends, implements and evaluates policy and procedural changes for assigned work units.
- Consults with division managers on administrative problems and assists in developing and implementing improvements. Participates in problem solving and makes decisions within the scope of authority.
- Coordinates activities and services and serves as liaison, as designated, with the Administrative Office of the Courts (AOC), Clerk of the Superior Court, local and state agencies, news media and general public.
- Assists the court administrator with issues concerning space, furnishings and equipment management within the court buildings.
- Assists in the preparation of the annual court budget.
- Monitors case flow management and calendaring systems for compliance with standards, court policies and procedures.
- Provides liaison for, and broad general oversight of, specialty court programs and, for such programs, may oversee the development of databases and managerial reports, preparation of grants and contracts, and requests for proposals.
- Serves as records retention coordinator/manager for court administrative records.
- Assists in overseeing cooperative and collaborative efforts with other courts and justice system entities including the electronic transfer of and access to mutually beneficial data.

Additional Responsibilities/Duties

- Acts on behalf of the Court Administrator when designated.
- Performs other projects and tasks as directed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the principles, practices, methods and techniques of effective 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;
- strategic planning principles and practices;

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:

A Bachelors Degree in Business, or Public Administration, or a closely related field, from an academically accredited college or university and eight years of progressively responsible administrative experience in court management or judicial administration; or a Masters Degree in Business, Public or Judicial Administration, or a closely related field, and three years of progressively responsible administrative experience in court management or judicial administration. Certification as a Fellow of the Institute for Court Management may substitute for up to three years experience in a court setting.

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 an unclassified position that reports to the Superior Court Administrator. The incumbent performs work under limited supervision and directs the operations of various court divisions/units.

Date: 11/18/04

Revised: 02/03/05