

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Director, Conciliation Court
Job Code: 8750
Pay Grade: 75
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Under the direct supervision of the Presiding Family Law Judge plans, directs, and manages the clinical, operational and administrative activities of the Conciliation Court in accordance with Arizona Revised Statutes. This position performs duties under limited supervision and directs the professional and administrative support staff of Conciliation Court.

ESSENTIAL FUNCTIONS:

- Determines and ensures that the policies and procedures of the Conciliation Court are carried out in accordance with Arizona Revised Statutes 25-381 *et seq*, 25-351 – 355, 25-405, 25-410, Pima County Rules 8.9, 8.10 and 8.11 and Federal requirements.
- Directs and supervises the activities of counselors and oversees supervision of the clerical staff.
- Oversees the providing of all clinical services including court ordered or crisis counseling, marital and post-dissolution counseling, custody/parenting time mediation, and participates in counseling or mediation in emergency situations.
- Manages the selection, supervision and evaluation of personnel assigned to Conciliation Court.
- Directs custody/parenting time studies when ordered by the Court.
- Reviews and approves all custody evaluations and recommendations.
- Prepares regular reports of divisional activities for the Court Administrator and Presiding Judge.
- Prepares, submits and monitors the departmental budget, special funds, and grants.
- Oversees the computer operations and work processes of Conciliation Court.
- Represents the Department at local, state and national levels, including the Arizona Legislature.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Participates in court leadership meetings to discuss court goals and progress and issues that require the court's attention.
- Performs related projects and duties as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of principles, practices, and professional standards in the field of marriage and divorce counseling, mediation, and custody/parenting time assessments.
- Must have knowledge of community organizations, family social services, social service planning, consultation, and staff development.

- Must have knowledge of local, state and federal laws, regulations and standards pertaining to the provision of marriage counseling services.
- Must have skills to perform all types of crisis counseling and mediation.
- Must have knowledge of principles and practices of office administration, the skills of effective personnel management, budget development and fiscal management.
- Must have the ability to listen attentively with active understanding of verbal and non-verbal communications and respond to crisis situations promptly and effectively.
- Must have the ability to communicate effectively with a wide variety of superior court employees including judges, judicial staff, court administration, and the general public.

MINIMUM REQUIREMENTS:

A Master's degree from an accredited college or university with a major in the behavioral sciences and five years of post-graduate marital counseling experience, including at least two years of supervisory/administrative experience, and professional experience in divorce related issues, child custody/access mediation and child custody evaluation. Or any equivalent amount of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a current and valid license from the Arizona Board of Psychologist Examiners or the Arizona Board of Behavioral Health Examiners.

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, filled by the appointment of the Presiding Family Law Judge. The incumbent reports to the Presiding Family Law Judge with regard to all direct services to, or on behalf of, the family law bench. In administrative areas such as human resources, finance and budget, technology, facilities and the like, the director is considered a division director within court administration.

Date: 08/01/94
Revised: 10/08/04

Approved by:	_____	_____
	Hiring Authority	Date
	_____	_____
	Superior Court, Court Administrator	Date
	_____	_____
	Director, Human Resources	Date