

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Office Manager  
**Job Code:** 8755  
**Pay Grade:** 55  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Plans, supervises, schedules, and monitors the performance of the daily operations of Conciliation Court programs and activities and develops policies and procedures for administrative support staff. This position is also responsible for supervising, planning, directing and coordinating administrative support personnel and their functions. Supervision responsibilities include participating in the recruitment and selection of personnel, employee goal setting and performance evaluation, interpretation of policies and procedures, directing the daily work functions and overseeing work process and the quality of work performed.

### **ESSENTIAL FUNCTIONS:**

- Supervises administrative support staff and security employees of the Conciliation Court. Establishes performance goals and expectations, implements training, monitors the work performed and conducts performance appraisals.
- Assists in the departmental, operational planning, direction, and administration to achieve goals.
- Assists in the preparation of the department's annual budget; developing proposals and requests for contract funding; monitors and authorizes expenditures for contract services and the Expedited Child Support and Parenting Time Fund as well as agency expenditures of equipment, forms, booklets, and office supplies, travel invoices, mileage reimbursements and services.
- Assists in monitoring Conciliation Court programs and activities and prepares reports as needed that are distributed to the Director, Conciliation Court and Staff; Presiding Family Law Judge, Court Administration and Finance.
- Oversees, directs, and monitors the daily operations of the office including, but not limited to, receipt of new clients, the administration of cases and case files by the office staff, the manual and automated filing of forms, client materials, reports, and financial information, reviews of database programs to determine if case files are accurate and up-to-date, reviewing and authorizing the purging of Conciliation Court case files, and approving employee timesheets.
- Coordinates and oversees the recruitment, selection, training, and development of support staff.
- Participates in problem solving and makes decisions within scope of authority. Consults with the division director, clinical services supervisor and clinical staff on service delivery problems and assists in developing and implementing improvements.
- Responsible for preparation and distribution of quarterly child support and expedited visitation fund financial report to judges on the family law bench.
- Creates and maintains various databases used in Conciliation Court and serves as in-house resource for assisting with questions from staff on computer issues.

**ADDITIONAL RESPONSIBILITIES/DUTIES**

- May perform as a member of the Judicial Supervision Program Advisory Committee.
- Assists in the preparation of the annual report for Conciliation Court.
- Conducts and participates in special administrative and operational studies or projects.
- Performs related projects and duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of office management and supervisory principles, practices and techniques.
- Must have knowledge of administrative responsibilities such as budgetary processes, goal setting, performance management, project management, planning and delivering technical support services.
- Must have knowledge of desktop computers, hardware and software used to create databases, forms, files, and reports.
- Must have skills in analyzing complex administrative data, drawing logical conclusions and recommending modifications to administrative policies, procedures, and processes.
- Must have the skill to synthesize project information and establish the appropriate scope of a project.
- Must have the ability to communicate effectively with superior court employees including judges, judicial staff, court leadership and administration, vendors, and the general public.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree from an accredited college or university with a major in business or public administration, or a closely related field and three years of professional level business or public administrative experience, preferably in a court organization. Or, any equivalent amount of experience, training, and/or education approved by Human Resources.

**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 Director, Conciliation Court. This position performs duties under general supervision and supervises the administrative and security staff.

Date: 07/15/04  
Revised: 06/22/07