

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Administrative Program Specialist
OCCUPATIONAL CATEGORY: Professionals
DIVISION: Clerk of Superior Court
EFFECTIVE DATE: 06/05/20



CLASS CODE: J215
FLSA: Non-Exempt
SALARY RANGE: 15
STATUS: Classified

JOB SUMMARY

Under general supervision, undertakes, performs and provides a variety of professional and administrative tasks involved in analyzing and making recommendations for the solution of complex problems involving operational, automation and technology enhancements to court-related systems utilized within the Office of the Clerk of Superior Court.

REPORTS TO:

Work is performed under general supervision of a higher level of authority.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Analyzes problems, conducts research, and makes recommendations related to the identification, development, and implementation of technology solutions to enhance the operations of the Office of the Clerk of Superior Court.
- Participates in the establishment of guidelines and programs for effective information technology management; receives and investigates complaints or inquiries from internal and external court users; develops performance measurement systems and quality reviews to deliver high level citizen, customer and client services.
- Assesses and/or implements legislative changes and provides assistance and support in the testing, modeling and piloting of new programs, processes and/or procedures.
- Analyzes program/project activities to provide information concerning automation requests, estimates, expenditures and adjustments to existing automation programs and equipment; consults with and advises the Clerk of the Superior Court and others on operational and information technology needs, problems and resolution; participates in short and long-range planning.
- Develops mechanisms for timely collection of fees, fines and assessments, surcharges and restitution; maintains code tables, prepares correspondence, reports, descriptive data, procedural and operating manuals, and a wide variety of administrative documentation.
- Attends meetings and conferences as required; prepares, analyzes and presents oral and written reports.
- Develops training programs, including class curricula, materials and training aids, and trains staff and users on policy and procedure.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of project management.

- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the trends and practices in the field of automation and information technology.
- Knowledge of the trends and practices in adult teaching and training.
- Knowledge of current PC operating systems and networking principles.

Skill in:

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Arizona.

Ability to:

- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures, Department Regulations and the Code of Conduct for Judicial Employees.
- Ability to maintain confidentiality and work under pressure in a dynamic environment with changing program demands and priorities.
- Ability to problem solve and utilize good decision-making skills.

WORK CONTACTS

Regular contact with associate personnel, other courts, other county departments, other agencies and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.
- Work is subject to various post or job-site assignments and may be subject to irregular work hours/schedules to include completion of work on holidays and weekends.
- Work may also require traveling.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

High school diploma or G.E.D. **AND** three (3) years of relevant progressively responsible program or project management experience that includes one (1) year of caseload management, information systems or closely related experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.