# SUPERIOR COURT OF MOHAVE COUNTY
## JOB DESCRIPTION

**TITLE:** CASA Program Coordinator I
**OCCUPATIONAL CATEGORY:** Professionals
**DIVISION**: Superior Court
**EFFECTIVE DATE:** 09/15/15
**REVISED DATE:** 07/12/25

**CLASS CODE:** J279
**FLSA:** Non-Exempt
**SALARY RANGE:** 12
**STATUS:** Classified

**JOB SUMMARY**
Under general supervision, recruits, screens, trains and supervises capable volunteers from the community to advocate for the best interest of abused and neglected children involved in the juvenile court system.

**REPORTS TO:**
Superior Court Administrator or CASA Program Manager.

**SUPERVISION EXERCISED**
CASA Volunteers.

**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.*

- Represents the Court Appointed Special Advocate (CASA) program throughout Mohave County;
- Assists in developing and presenting a variety of public relations, public information and related program materials and information.
- Recruits potential CASA volunteers; attends community and civic affairs and functions; provides information related to the overall CASA program and individual volunteer requirements/expectations.
- Responds to inquiries and provides information regarding CASA program goals, objectives, process, procedures, role and responsibilities.
- Establishes volunteer lists; interviews volunteers; determines and/or recommends applicant acceptability to program's needs.
- Provides input and information to successful and unsuccessful volunteers/applicants.
- Implements internal training and evaluation programs.
- Participates in administrative meetings and trainings required by County and State; attend case related staffing's; Foster Care Review Board meetings and coordinates with Mohave Mental Health.
- Provides and/or monitors initial CASA volunteer training; evaluates volunteers during training program; determines whether volunteer will be accepted in to the CASA program.
- As authorized, assigns volunteers to cases; monitors and supervises volunteers; reviews, critiques and evaluates volunteer activities, reports, court appearances and related areas; provides assistance and guidance as requested/required.
- Attends court proceedings; provides backup and assistance to CASA program volunteers.
- Undertakes and conducts volunteer evaluation yearly or as required.
- Provides input and information regarding staffing, equipment, facilities and related operational needs.
- Drafts, composes, reviews, and edits CASA program-related documents and statistical documents.

**SECONDARY JOB FUNCTIONS**

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

**KNOWLEDGE, SKILLS AND ABILITIES**
**Knowledge of:**

- Knowledge of applicable 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 bookkeeping and/or accounting.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the principles of filing and records management.
- Knowledge of the legislative process.
- Knowledge of trends and practices in advocacy and volunteer recruitment, training and retention.

**Skill in:**

- Skill in reading, understanding, interpreting and applying relevant county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, evaluating, analyzing, identifying and recommending solutions to complex problems.
- Skill in editing, reviewing and/or formatting written presentations and oral reports for internal and external audiences.
- Skill in identifying community resources, recruiting volunteers and evaluating individual and program effectiveness.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, AOC 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 Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

**Ability to:**

- Ability to perform outreach services addressing the public and professional groups.
- Ability to handle confidential and sensitive information with tact and discretion.
- 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 and Department Regulations.

## WORK CONTACTS

Regular contact with associate personnel, 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 30 pounds.

## REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A Bachelor's degree in Social Work, Counseling, Sociology, Psychology or closely related field **AND** one (1) year of relevant, progressively responsible administrative experience including one year in a court, justice related, substance abuse treatment or child welfare organization **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## SPECIAL JOB REQUIREMENT

- Must complete training as required by State CASA agency.
- 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.