

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Court Information Technology Director  
**OCCUPATIONAL CATEGORY:** Officials and Administrators  
**DIVISION:** Superior Court  
**EFFECTIVE DATE:** 08/06/16



**CLASS CODE:** J130  
**FLSA:** Exempt  
**SALARY RANGE:** 29  
**STATUS:** Unclassified

### JOB SUMMARY

Under general supervision, oversees, manages, supervises and performs a variety of functions associated with the day-to-day and overall operation of the Mohave County court system's information technology/automation system.

### REPORTS TO:

This is an unclassified at-will position that reports to the Superior Court Presiding Judge and the Superior Court Administrator.

### SUPERVISION EXERCISED

Manages and directs the professional, technical and administrative support staff of the Court Information Technology Division.

### 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.*

- Plans, directs and oversees the management of the day-to-day operations and overall planning of the Mohave County court system's automation and technology services.
- Coordinates and directs installation, repair, maintenance and updates to a variety of automation equipment; works with system users; provides assistance and support related to computer and systems operations; determines needs; identifies resolution; oversees and/or undertakes solution.
- Oversees network support; directs and/or participates in the installation, configuration and management of local and wide area network systems utilized by the Mohave County courts; works with servers, routers and other devices; troubleshoots diagnoses and/or repairs hardware.
- Provides and/or participates in the installation, configuration and management web application development, database development and administration, video appearance technology, evidence presentation, courtroom audio, recording of court hearings, forms development, social media administration and electronic document management system (EDMS) for the Mohave County Courts.
- Evaluates software configurations; sets up and implements new software programs; identifies and recommends software solutions; develops specifications; evaluates software programs and services provided; recommends and/or authorizes purchase and procurement.
- Confers with judges, division directors and managers on administrative problems and assists in developing and implementing improvements. Participates in problem solving and makes decisions within scope of authority. Prepares, assigns and monitors complex studies and reports. Provides direction to Judges and Administrators.
- Oversees and manages assigned staff and personnel; interviews prospective employees; recommends hiring; identifies and implements new employee and on-going staff training programs.
- Coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and process; establishes employee and operational performance measures, goals, objectives and priorities; evaluates work performance; prepares performance appraisals.
- Updates and maintains a variety of statistical, financial, inventory and related files, records, logs and related correspondence.
- Recommends performance-related actions.

- Identifies, recommends, reviews and establishes automation strategic plans to include court and division goals; identifies and monitors long and short range goals and objectives; designs and/or oversees performance measures; and incorporates in to budget process.
- Identifies, reviews, requests and proposes staffing, equipment, facilities and related operational needs; identifies funding requirements, funding sources and grant funding availability; participates in budget development, preparation and presentation; provides justification and responds to inquiries.
- Develops and monitors budget allocations; reviews and/or oversees approvals of budget expenditures, purchases and procurement.
- Researches, develops, prepares and submits grant funding applications; administers and monitors grant funded projects and programs.
- Identifies, assesses, develops and implements and/or approves modifications of operational and procedural policies and procedures; determines staff compliance; establishes protocols and processes; assesses applicability, effectiveness and relevance to area of service operations.
- Drafts, composes, reviews, edits and/or revises a variety of written documents, summaries and reports.
- Prepares and presents speeches, written and oral reports for internal and external audiences.
- Meets with other administrators, judges and officials and coordinates administrative activities with other court, county or state departments, outside agencies, and the Administrative Office of the Supreme Court.

## **SECONDARY JOB FUNCTIONS**

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

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Knowledge of the principles and practices of public, business and judicial administration; and budgeting and financial management.
- Knowledge of the principles of management and supervision.
- Knowledge of principles, practices and techniques of computer operation; computer security procedures; applications programming; application development; database administration; installation, configuration, operation and troubleshooting of MS servers, microcomputers and peripheral equipment; and word processing and spreadsheet packages, data base and report writing programs.
- 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 local and wide area network (LAN/WAN) principles, routing and communication protocols.
- Knowledge of advanced project management techniques as related to information systems planning and implementation.
- Knowledge of the caseload processing and techniques involved in the adaptation of office procedures and processes to automation equipment and methods.
- Knowledge of department terminology, processes, systems and work flow.
- Knowledge of server management, database administration, application development, and performing actual hardwiring of local area networks, cable runs, termination and deployment of patch panels, hubs and routers.
- Knowledge of Mohave County and specific court-related policies, procedures, court processes, and legal terminology.
- Knowledge of the trends and practices in the field of automation and information technology.

### **Skill in:**

- Skill in effectively supervising the work of others.
- Skill in handling day-to-day user support activities, analyzing hardware and software related malfunctions, and determining and applying effective solutions.
- Skill in installing, configuring and testing system and application level software and upgrades.
- Skill in interpreting technical information and instructions encountered in the performance of responsibilities.
- Skill in exercising initiative and judgment and to think logically to analyze, interpret, and accurately resolve malfunctions and apply solutions to automated systems.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, news media, general public and others having business with the courts of

Mohave County.

- Skill in communicating effectively verbally and in writing.
- Skill in preparing and maintaining accurate documentation and reports.

**Ability to:**

- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Comply with Superior Court of Mohave County Superior Court Merit Rules, Administrative Procedures and Department Regulations.
- Prepare and conduct user training.
- Fulfill all physical requirements of the class.

**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 75 pounds.

**REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

A Bachelor's degree in Computer Science, Networking, Automation, Systems Analysis or closely related experience **AND** five (5) years of relevant information technology system development, maintenance, operations, networking, desktop development that includes two (2) years of management and/or supervision 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.