

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Court Services Supervisor
OCCUPATIONAL CATEGORY: Administrative Support
DIVISION: Clerk of Superior Court
EFFECTIVE DATE: 06/05/20



CLASS CODE: J698
FLSA: Non-Exempt
SALARY RANGE: 15
STATUS: Classified

JOB SUMMARY

Under general supervision, undertakes and performs first line supervisory and complex legal clerical work of considerable difficulty associated with the day-to-day and overall operation of an assigned functional area 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

Directly exercises immediate to general supervision over assigned staff.

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.*

- Coordinates and supervises the staff and activities of a functional work unit. Participates in the hiring, interviewing, and recommending new court staff; identifies, develops and implements new employee and on-going staff development training programs; coordinates, prioritizes and assigns tasks and projects; tracks and reviews progress and process; monitors employee performance; conducts and /or reviews performance appraisals; recommends and undertakes approved subsequent performance-related actions.
- Recommends and implements approved disciplinary actions.
- Provides input and participates in the identification, review, assessment, evaluation and/or modifications of office strategic plans; assists with the identification and monitoring of long and short range goals and objectives.
- As authorized, assists in the budget process; recommends staffing, equipment, facilities and related operational needs.
- As authorized, reviews and approves expenditures, purchases and procurement; monitors budget allocations.
- Assists with identification, review, assessment, development, modification and implementation of operational policies and procedures; determines compliance to established policies and procedures; recommends changes to protocols and processes.
- Oversees, manages and performs work in one or more regularly scheduled or ad hoc areas of office operations.
- Undertakes special projects as assigned or required.
- Prepares correspondence, reports, and legal documents; responds to complex inquiries; and conducts and performs research and coordination necessary to formulate an accurate response.
- Updates policies and procedures based on new legislation.
- Attends and participates in committee meetings.
- Develops training programs.

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 and practices of management and supervision.
- Knowledge of the principles of records management and basic accounting.
- Knowledge of court processes, procedures and legal terminology including automated word processing and court case management systems.
- Knowledge of trends and practices in office, court and business operations.

Skill in:

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- 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 assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- 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.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

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 work under pressure in a dynamic environment with changing program demands and priorities.
- Ability to plan, organize, maintain work flow, train and supervise others.
- Ability to develop and implement office procedures.
- Ability to communicate effectively verbally and in writing and to follow written and verbal instructions.
- Ability to analyze legal documents, interpret statutory requirements and develop, modify and implement office procedures accordingly.
- Ability to provide information to the public without giving legal advice.

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.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

High School Diploma or G.E.D. **AND** three (3) years of relevant, progressively responsible general office or legal clerical experience that includes (1) year of management and/or supervision, type 60 words per minute, **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.