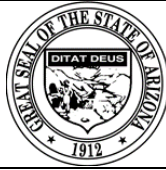


SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Deputy Director
OCCUPATIONAL CATEGORY: Appointed Staff
DIVISION: Clerk of Superior Court
EFFECTIVE DATE: 09/30/2017



CLASS CODE: J111
FLSA: Exempt
SALARY RANGE: 19
STATUS: Unclassified

JOB SUMMARY

Under the direction of the elected Clerk of Superior Court, provides direction and the highest level of management within the office and oversees varying operations of considerable difficulty for the office in order to provide court-related records management, financial, administrative and family support services to the public, the legal community, and the office. Provides oversight, manages, supervises, undertakes and performs a variety of tasks associated with the administrative, business and clerically oriented processes of a court division.

REPORTS TO:

This is an unclassified at-will position. At-will employees are appointed by and serve at the will of the Clerk of the Superior Court.

SUPERVISION EXERCISED

Manages and directs the professional, technical and administrative support 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.*

- At the highest level of management in the Clerk's Office, directs, manages and coordinates a broad variety of complex administrative, operational and judicial functions.
- Makes significant decisions on behalf of the office in accordance with rules, statutes, and policies.
- Assists in the daily management, operations, and functions of the office; coordinates court and staff resources and personnel; serves as working manager, oversees, manages and supervises activities of the office, takes appropriate action in handling emergency situations.
- Participates in the full range of personnel management responsibilities, including but not limited to, hiring, interviewing, recommending and/or approval of new court staff and direct supervision of supervisor positions.
- Identifies and implements new employee and on-going staff training programs, coordinates, prioritize and assigns tasks and projects; tracks and reviews progress and process; monitors employee performance; conducts and/or reviews performance appraisals; recommends, undertakes and/or approves subsequent performance-related actions.
- Develops, reviews, approves, recommends and/or implements disciplinary actions.
- Directs the development, implementation of office policies and programs; serves as customer relations liaison facilitating complaints and issues the public may have through Internet enhancement, self-service forms, and media education; facilitates customer service training and staff development programs.
- Participates in the identification, review, assessment, evaluation and/or modifications of office strategic plans, policies and procedures; assists with the identification and monitoring of long and short-range goals and objectives; generates strategies for future implementation; monitors performance measures.
- Participates in the budget process; identifies and/or recommends staffing, equipment, facilities, and related operation needs; assists with identifying funding requirements, funding sources, grant funding availability and related services.
- Participates in budget development, preparation and presentation.
- As authorized, reviews and approves expenditures, purchases, and procurement; monitors budget allocations; monitors and reviews grant-funded projects and programs. Determines statutory compliance; recommends changes to protocols and processes.

- Represents the best interest of the Clerk's Office on various local and statewide boards and committees; identifies the potential impact of legislation of the Clerk's Office operations; as authorized, develops training modules, programs and/or other related documents.
- Analyze high-level organizational systems and processes for efficiency and effectiveness, and directs the implementation of improvements. Directs administrative activities and projects to ensure accomplishments of strategic plans, goals, and objectives.
- Undertakes special projects as assigned or required. As required, performs work at the counter, in the office and/or in the courtroom. Performs other functions as assigned including providing assistance and guidance for the Clerk of Superior Court.

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, employment law, and other relevant directives.
- Knowledge of Mohave County and specific court related policies and procedures
- Knowledge of the principles and practices of public personnel administration, court administration, supervision, management and public budgeting.
- Knowledge of administration, budgeting, and program management.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures, and legal terminology.
- Knowledge of the legislative process.
- Knowledge of trends and practices in office, court and business operations.

Skill in:

- 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 maintain 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 Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.
- Skill in designing and implementing new insights into situations and apply innovative solutions.
- Skill in formulating effective programs, initiatives, policies, and processes for the organization.
- Skill in determining objectives and setting priorities while identifying potential threats or opportunities for the office.

Ability to:

- 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.
- Ability to collect data, establish facts, and draw valid conclusions.
- Ability to represent the Office of the Clerk of Superior Court.
- Ability to communicate effectively verbally and in writing and to follow written and verbal instructions.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.

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.
- May be required to lift and/or carry heavy, bulky items, equipment supplies, and/or other materials weighing up to 30 lbs.
- 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.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A Bachelor's degree in Criminal Justice, Business Administration, Public Administration, management or a closely related field AND four years of relevant, progressively responsible court, law, business-related experience that includes two years of management and/or supervisor **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved as determined by the elected Clerk of Superior Court.

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.