

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Superior Court Administrator
OCCUPATIONAL CATEGORY: Officials and Administrators
DIVISION: Superior Court
EFFECTIVE DATE: 07/23/15
REVISED: 02/25/2022



CLASS CODE: J127
FLSA: Exempt
SALARY RANGE: 29
STATUS: Unclassified

JOB SUMMARY

Under administrative direction, oversees, manages, administers and supervises all non-judicial functions associated with overall Superior Court operations. Oversees personnel management, fiscal management, case flow management, record management, office management, jury management, space and equipment management, public education and information management, research and advisory services and intergovernmental relations.

REPORTS TO:

Presiding Judge of the Superior Court.

SUPERVISION EXERCISED

Exercises administrative supervision over court personnel directly or through court division heads.

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.*

- Performs a variety of management and supervisory functions.
- Oversees and manages assigned staff and personnel; interviews prospective employees; hires, recommends and/or approves 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; recommends, undertakes and/or approves subsequent performance-related actions; develops, reviews, approves and/or implements disciplinary actions.
- Identifies, recommends, reviews, assesses, establishes, modifies and maintains overall and related strategic plans; identifies and monitors long and short range goals and objectives; designs and/or oversees performance measures; incorporates in to the budget process.
- Identifies, reviews requests and proposes staffing, equipment, facilities and related operational needs; identifies funding requirements, funding sources, grant funding availability and related services.
- Oversees budget development, preparation and presentation; provides justification and responds to inquiries.
- Monitors budget allocations; reviews and/or oversees approvals of budget expenditures, purchases and procurement.
- Researches, develops, prepares and submits grant funding applications; monitors and administers grant funded projects and programs.
- Identifies, reviews, assesses, develops, oversees and modifies, implements and/or approves modifications of operational and procedural court policies and procedures; determines compliance; establishes protocols and processes; assess applicability, effectiveness and relevance to court operations.
- Formulates and administers a uniform court personnel system encompassing classification, recruitment, selection, training, evaluation, and discipline of all non-judicial personnel.
- Participates on statewide committees as assigned by the Arizona Supreme Court or the Presiding Judge.
- Reviews pending and proposes new legislation; identifies impact on overall and/or specific court operations.
- As required, testifies before legislative bodies; serves as a resource regarding legislation and related matters.
- Serves as court liaison to various governmental agencies and the legislature.

- Represents the Superior Court at committee meetings and hearings as assigned by the Presiding Judge.
- Serves as public information officer of the court.
- Undertakes special projects as required/assigned.
- Performs other functions as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Department policies, rules and procedures
- Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- 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 management and supervision.
- Knowledge of the principles of public budgeting, monitoring and evaluation.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of strategic planning.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the legislative process.
- Knowledge of trends and practices in court administration and public sector administration.

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 producing written presentations and oral reports for internal and external audiences.
- Skill in organizing and coordinating the efforts of court personnel and others.
- 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 Mohave County.
- 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 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 master's degree in business, Public or Judicial Administration, or a closely related field from an accredited college or university **AND** five (5) years of relevant, progressively responsible supervisory, administrative or management work experience in a complex, highly diverse, multi-faceted organization **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

PREFERRED QUALIFICATIONS

Certification from the National Center for State Court's Court Management Program and/or Executive Program.

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.