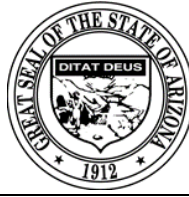


SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Court Team Manager
OCCUPATIONAL CATEGORY: Professionals
DIVISION: Superior Court
EFFECTIVE DATE: 08/12/15
REVISED: 04/05/22



CLASS CODE: J221
FLSA: Exempt
SALARY RANGE: 21
STATUS: Classified

JOB SUMMARY

Under administrative direction, oversees, manages, administers and supervises all functions associated with the Mohave County Court Teams for Maltreated Infants and Toddlers Interagency Service Agreement. Creates a plan of professional course study for qualified workers, develops program goals and outcomes, evaluation instruments, and oversees the day-to-day operations of this innovative and developing infant and toddler program. Travel throughout the county, as well as other parts of the surrounding area is required on a regular basis. Some out-of-state travel may be required. This is a grant-funded position through First Things First.

REPORTS TO:

Deputy Court Administrator.

SUPERVISION EXERCISED

Directs and evaluates the work of 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 facilitates monthly Court Team meetings; provides training and technical assistance for professional staff in early childhood development and infant and toddler mental health to increase awareness and skills of community partners who serve maltreated children.
- Performs a variety of management and supervisory functions; and coordinates, prioritizes and assigns tasks and projects, tracks and reviews work progress and processes.
- Advocates for early child development and early intervention services in various venues; develops a collaborative group of providers working with children in the welfare system to coordinate therapeutic early childhood services to children in La Paz and Mohave Counties, including the Arizona Strip area and tribal communities; collaborates in recruitment for service providers and those individuals within the area desiring further certification in Early Childhood Mental Health areas.
- Creates an evaluation tool to determine the success of the program and provides quarterly progress reports to superiors and the funding agency.
- Monitors training and evaluates specific strategies; identifies, recommends, reviews, assesses, establishes, modifies and maintains strategic plans by developing and monitoring long and short range goals and objectives.
- Researches, develops, prepares and submits grant-funding applications; administers and monitors grant-funded projects and programs and drafts, composes, and reviews a variety of written documents, summaries and reports.
- Performs other functions as assigned by the Deputy Court Administrator and/or Dependency Judges.

SECONDARY JOB FUNCTIONS

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

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, state and federal statutes, rules, ordinances, codes, administrative orders, 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 budgeting, monitoring budgets and evaluation of budgets.

- Knowledge of the principles of filing and records management.
- Knowledge of federal, state, or foundational grants, grant writing and grant reporting processes.
- Knowledge of early child development and current evidence-based practices in the field.
- Knowledge of infant and toddler mental health programs for at-risk children.
- Knowledge of the fundamentals of scientific studies to determine accurate feedback on progress of program.
- Knowledge of current statistical studies in early childhood development.

Skill in:

- Skill in assessing, evaluating, prioritizing, and handling multiple tasks, projects and demands.
- Skill in working with deadlines to complete projects and assignments.
- Skill in editing and producing written presentations and oral reports for internal and external audiences.
- Skill in organizing and coordinating efforts of subordinates to create a strong working team.
- Skill in public relations and maintaining effective work relationships with co-workers, other County employees, government agencies, attorneys, victims, news media, general public, and businesses in the community.
- Skill in serving as a facilitator in order to lead and direct court teams and integrate systems, i.e., judicial entities involving dependency cases, the private sector, including foundations, government programs, educational institutions, and other stake holders.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Ability to:

- Ability to collaborate with county, state, cross state entities offering similar services to recruit a pool of professionals for training purposes; and display cultural sensitivity in collaboration with all other parties.
- 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.
- Travel throughout the county, as well as other parts of the surrounding area is required on a regular basis. Some out-of-state travel may be required.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 25 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A Bachelor's Degree in Social Work, Psychology, Education, or Early Childhood Development, **AND** four (4) years of relevant, progressively responsible work in social services, juvenile/family court programs, professional development, or child development programs. Closely related experience that includes three (3) years of management and/or supervision and evidence of proven success in grant writing and grant management, and data collection and reporting for program monitoring and evaluation purposes **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and ability have been achieved.

SPECIAL JOB REQUIREMENT

- Must be able to acquire Infant/Toddler Mental Health Coalition of Arizona (ITMHCA) endorsement within the first year of employment.
- 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.