

A. REGISTER: A register is an official list of eligibles for a particular classification or group of classifications.

B. ESTABLISHMENT AND MAINTENANCE OF REGISTERS:

1. The Court Administrator shall be responsible for the establishment and maintenance of appropriate registers for all classes and for the determination of the adequacy of existing registers.
2. It shall be the duty of each Division Head to notify the Court Administrator as far in advance as possible of vacancies or anticipated vacancies.
3. Applicants who have successfully completed an examination process shall be placed on the employment register established for the classification for which they have applied.

C. TYPES OF REGISTERS:

1. **PUBLIC REGISTERS:** After each examination process, the Court Administrator shall prepare a register of eligibles or may merge the names of the new eligibles with those on an existing register. In the case of open continuous recruitment, registers may be amended continuously.
2. **INTERNAL REGISTERS:**
 - a. Regular status Court and Mohave County employees may apply and be placed on an internal register if:
 - 1) They are not serving a probationary period.
 - 2) They meet necessary, acceptable and/or special qualifications and/or requirements for the classification for which they are applying.
 - 3) They have passed the examination requirements that may include but are not limited to one or any combination of reviews of experience and training, written tests, background investigations, medical examinations that may include drug screening, performance tests, physical agility tests, psychological tests, polygraph examinations, profiles, oral interviews or others applicable to the position or classification for which they are applying.

4) Employees, regular and temporary status, may be required to provide written documentation from their Division Head attesting to their satisfactory performance before being placed on an internal register.

b. Temporary employees may apply and be placed on an internal register if:

1) They have been working for the Court or Mohave County for an equivalent of six (6) months or 1040 hours within the past two (2) years.

3. REINSTATEMENT REGISTERS:

a. A regular employee who is separated from Judicial service as the result of a formal reduction in force in accordance with these rules may apply in writing for reinstatement within thirty (30) calendar days after the effective date of the layoff. The employee shall be placed on the reinstatement register for the same or a lower classification from which they were separated.

b. A laid-off employee placed on the reinstatement register shall remain on the reinstatement register for one (1) year from the date of the layoff.

c. It shall be the laid-off employee's responsibility to verify with the Court Administrator his/her current address and phone number, and to notify the Court Administrator of any changes of address or phone number.

4. RELATED REGISTERS:

a. If a vacancy exists in a classification for which there is no appropriate register, the Court Administrator may prepare a register for the classification from one or more existing related registers. The Court Administrator shall select names of eligibles from registers which have equal or greater qualifications and requirements in relation to those of the classification in which the vacancy exists.

b. The scores of eligibles for any part of the examination process may be reevaluated based on specific needs of the classification in which the vacancy exists.

D. DURATION OF REGISTERS: A register shall expire as determined by the Division Head in conjunction with the Court Administrator, unless the register is specifically extended or

abolished by the Court Administrator. An expired or abolished register may be reactivated to resolve recruitment problems, when in the best interest of the Judicial service.

1. Unless otherwise agreed to by the Division Head and Court Administrator, registers shall expire at the end of six (6) months from the time of their establishment.
2. The Court Administrator may abolish a register at any time or in the event of a new examination, changes in classification duties or requirements, or whenever an existing register has ceased to meet the needs for adequate placement in the Judicial service.
3. The duration of a register may be extended by the Court Administrator for a period not to exceed six (6) additional months.
4. The duration of registers for classes for which open continuous recruitment and examinations are conducted shall be indefinite, but may be terminated by the Court Administrator at any time. The names of eligibles may be removed from open continuous registers six (6) months from the date on which they were placed on the register.

E. REMOVAL OF NAMES FROM A REGISTER: The Court Administrator may remove the name of an eligible from a register for any of the following reasons:

1. Any of the reasons specified in Rule 203(C), pertaining to disqualification of applicants;
2. Inability of the Court Administrator or Division Head to contact the eligible after reasonable effort to do so;
3. Receipt by the Court Administrator or the Division Head of any written or verbal communication from the eligible that consideration for a position in the classification is no longer desired, or that the eligible is no longer available for appointment;
4. Refusal or rejection by the eligible of an offer of appointment;
5. Failure to respond to a reinstatement notice;
6. Upon appointment of an eligible;
7. Expiration of eligibility on the register unless the register has been extended;

8. The abolishment of the register;
 9. Failure of the eligible to appear for a scheduled appointment interview;
 10. Separation of an eligible from the Judicial or Mohave County service.
- F. MANIFEST ERROR:** After appropriate review, the Court Administrator, upon approval of the Presiding Judge may make an adjustment to the status of a candidate or eligible to rectify a manifest error. No such adjustment shall have an effect on any appointment already made.