



Town of Oro Valley Classification Description

Title: **COURT ADMINISTRATOR**
Job Code: 1320
FLSA Status: Exempt

Department: Magistrate Court
Salary Grade: 122

POSITION SUMMARY:

The purpose of this position is to plan, organize and manage all non-judicial activities and staff. Reports to the Presiding Magistrate Court Judge.

ESSENTIAL JOB FUNCTIONS:

- Plans, directs, and supervises all non-judicial operations, activities, and procedures within the Court including court services, fines, administration, case flow, records management, and budget administration functions; serves as Clerk of the Court and Jury Commissioner.
- Monitor legislation, Court Rules, and other regulatory requirements for impacts on Court operations. Identify, recommend, and implement business system changes, as required.
- Provides support by identifying court and town objectives in anticipation of future trends; analyzes organizational initiatives that support fair and equitable treatment of customers and staff; works cooperatively with other agencies and departments; participates in state level committees and association; and serves as an advisor to the presiding judge.
- Represents the Court at interdepartmental meetings, committee meetings and Town Council meetings as required. Responds to and resolves difficult and sensitive citizen's inquiries and complaints; meets with the media to provide information and responds to inquiries as required, improve services and operations, and share resources.
- Develops, implements, and oversees Department's work plan; organizes, prioritizes, and assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods, and procedures; makes recommendations and modifications as required.
- Ensures that the court has sufficiency and availability of resources needed to support and perform the constitutionally mandated operations of the judicial branch of government at the municipal level by forecasting future resource needs; preparing and presenting the judicial branch budget; providing justification for resources requested and accountability for assigned resources; monitors and approves expenditures; implements mid-year adjustments as required.
- Plans, organizes, and supervises the activities of all non-judicial staff; selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to provide performance feedback and correct deficiencies; implements discipline and termination procedures for non-judicial personnel. Provides leadership in

support of the staff by maintaining effective and consistent one on one dialogue with all employees on a regular basis and promoting opportunities for professional and personal development.

- Develops, prepares, and administers contracts, grants, and intergovernmental agreements; establishes and monitors related programs, activities, and services including traffic school and related contractual services; maintains records and reports regarding Court activities and operations.
- Compiles and evaluates statistical data related to the efficiency and effectiveness of Court operations, and makes appropriate written and verbal recommendations as needed; maintains compliance with requirements governing statistical reporting, jury management, accounting, and records management policies and procedures established by the Supreme Court.
- Works closely and maintains a co-operative, professional working relationship with the Town Magistrate, including informing of all operation, compliance, and legal issues related to the court.
- Supervises and audits the processing of fees, payment, calculations, record keeping, cash balancing and payment plans
- Reconcile daily receipts and allocations; monitor monies in trust accounts; transmit monies collected by court to other agencies in accordance with the law.
- Prepare all required reports including but not limited to statistical, financial and personnel reports and submit to internal and external agencies; respond to requests from other agencies and departments for various types of data.
- Ensure a safe work environment and enforce compliance with safety procedures; develop and update emergency preparedness plan.
- Oversee the Court facility, forecast future facility needs, and advocate for and participate in planning activities to address current and future needs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the functions and procedures of a limited jurisdiction court in Arizona.
- Knowledge of applicable Town and state ordinances, codes, rules and regulations governing the court system.
- Knowledge of records management, case-flow management, bookkeeping and recordkeeping principles and practices.
- Skill in training and supervising subordinate staff.
- Skill in analyzing a variety of administrative, operational and fiscal issues/problems, and making recommendations for solutions.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skills in project management.
- Skills in creating and managing a budget.
- Working technical knowledge of computers, systems and/or programming.
- Knowledge of criminal or civil law terms and state statutes and rules.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Judicial Administration, Business or Public Administration, Criminal Justice or a closely related field and five (5) years of professional court program administration experience including at least three (3) years of directly related supervisory and/or management experience; **OR** an equivalent combination of education and related experience.

PREFERRED QUALIFICATIONS

- Master's Degree in Administration or similar field.
- Certification in the Court Manager Program (CCM) or Fellowship and/or Arizona Court Manager (ACM).
- Experience with the Limited Jurisdiction Case Management System AZTEC and/or Experience with Superior Court Case Management System AJACS.
- Experience with an OSAM Electronic Document Management System.
- Experience with court processing eCitation and/or Photo Radar.
- Experience with eFiling and/or AZTurboCourt.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.