



## Town of Oro Valley Classification Description

Title: **DEPUTY COURT ADMINISTRATOR**  
Job Code: 1325  
FLSA Status: Exempt

Department: Magistrate Court  
Salary Grade: 118

### **POSITION SUMMARY:**

The purpose of this position is to administer and direct non-judicial activities and staff in courtroom operations to meet statutory and judicial requirements. Reports to the Presiding Magistrate Judge.

### **ESSENTIAL JOB FUNCTIONS:**

- Assists the court administrator and presiding magistrate in planning, implementing, directing and managing of all functions and resources of the Court to achieve the strategic objectives of the Arizona Supreme Court, Oro Valley Magistrate Court, and the Town of Oro Valley in an efficient and effective manner.
- Acts in the court administrator's absence by attending meetings, making decisions, and providing Court leadership.
- Develops, implements, reviews, and refines policies, procedures, and systems to support and improve the operational efficiency and effectiveness of the Court case management, including staff assignment and file maintenance.
- Works collaboratively with the Magistrate Judge on technological improvements and other programs or processes that will increase the efficiency of case processing; develops long-range plans and programs; identifies problems, devises and implements solutions; establishes docketing, calendaring, and case management policies and procedures in accordance with the guidelines established by the Magistrate Judge.
- Implements the Court vision and effectively leads for maximum employee productivity and morale through hiring, training, disciplining, evaluating employee performance, and resolving grievances and other human resources actions.
- Works closely and maintains a cooperative working relationship with the Magistrate Judge, including informing of all operation, compliance, and legal issues related to the court.
- Implements procedures and completes updates to case management system and trains staff on all changes.
- Establishes and monitors procedures for the collection and dissemination of appropriate management and caseload information.
- Regular and reliable attendance; may work more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the functions and procedures of a limited jurisdiction court in Arizona.
- Knowledge of applicable criminal or civil law terms, Town ordinances, state statutes, codes, rules and regulations, especially those 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.
- Ability to communicate both with verbal and written communication.
- Ability to establish and maintain effective working relationships.
- Working technical knowledge of computers, systems and/or programming.

## **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Judicial Administration, Business or Public Administration, Criminal Justice or a closely related field and three (3) years of court, legal or related experience of which at least two (2) years are of lead and/or supervisory experience; **OR** an equivalent combination of education and related experience.

## **PREFERRED QUALIFICATIONS**

- 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.