

Code: 1170

Title: RURAL COURT ADMINISTRATOR

SUMMARY: This classification provides non-judicial administrative and management support to the Presiding Judge of a rural limited-jurisdiction Court by organizing and coordinating the activities of the functional units of the Court operating within the policies established by the Presiding Judge of the Arizona Supreme Court.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans and organizes all non-judicial operations and functions of the Court;
Prepares and monitors the operating and capital budgets of the Court;
Reviews and evaluates budget requests and makes recommendations to the Judge;
Monitors selection, assignment, training and evaluation of all non-judicial Court staff;
Reviews and interprets State statutes, Arizona Supreme Courts directives, practices and policies, Pima County Codes and Administrative Policies & Procedures, and drafts office procedures for Judge's approval;
Coordinates the maintenance of an effective Court management information system, to include the ACAP computer systems;
Coordinates activities of functional units and sections of the Court, to include public service, fines collection, communications, restitution, court records, data entry and jury services, plus internal activities, e.g., employee payroll, purchases/requisitions, equipment maintenance contracts, etc.;
Coordinates the provision of Court services and information to law enforcement, Courts and other County and State agencies during and outside normal Court operating hours;
Represents the Court at State, regional and local level conferences, symposia and like events;
Establishes and monitors procedures for the collection and dissemination of appropriate management and caseload information;
Maintains, and assures staff compliance with, appropriate security and confidentiality of all information encountered in the performance of duties;
Acts as Court liaison to County departments, other governmental or judicial units and the public for Court administration and non-judicial activities;
Monitors and coordinates the repair and maintenance of Court facilities, property and equipment, to include adjacent grounds, County/Court vehicles, and related telephone, communications and computer systems, with appropriate County Departments and agencies and contractors;
Researches, prepares and submits statistical and related reports to the Arizona Supreme Court and other Pima County departments and agencies;
Coordinates the use of Court facilities by other County Departments and community agencies and organizations for such events as public meetings, Human Resources Recruiting/Selection recruitment and testing, etc.;
May provide English/second-language translation services (not otherwise requiring certification as a Court Interpreter) to Court staff, local law enforcement agencies and the public;
May assist other County departments by the distribution and/or collection of information for County employees and County retirees in the local area, such as benefits Open Enrollment materials, Human Resources recruiting and selections materials, Risk Management and safety-related materials, etc..

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, practices and standards for operation of an Arizona limited jurisdiction court, as defined in Arizona Revised Statutes (ARS) and by the Arizona Supreme Court;
- principles and practices of budgeting, bookkeeping and accounting, and Minimum Accounting Standards of the Arizona Supreme Court and the County Finance Department;
- operating principles of automated management information systems and the ACAP computer systems;
- principles, practices and techniques of employee training and evaluation;
- requirements for maintaining security and confidentiality of all information encountered in the performance of duties;
- legal terminology encountered in a limited jurisdiction court;
- County Merit System Rules, Personnel Policies/Procedures, and Administrative Procedures;
- principles and techniques of effective public relations.

Skill in:

- preparing and monitoring a defined budget;
- planning, coordinating and assigning activities of clerical staff and functional Court units;
- developing, providing, or coordinating the provision of, clerical and specialized training of staff;
- interpreting and applying administrative procedural guidance of the Arizona Supreme Court as applied to limited jurisdiction courts;
- utilization and maintenance of an integrated management information system, to include the ACAP computer systems;
- evaluating effectiveness of non-judicial administrative processes and recommending cost-effective changes, and upon approval by the Judge, implementing such changes;
- providing internal administrative services, e.g., preparation of employee payrolls, deposit permits, purchase/requisition orders, administration of petty-cash funds, etc.;
- researching and preparing recurring, routine and ad hoc reports for the Presiding Judge, the Arizona Supreme Court and County Departments and agencies;
- maintaining appropriate security and confidentiality of all information encountered during the performance of duties;
- explaining Court non-judicial processes to the public;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Six years of general office experience.

OR:

(2) Four years of experience with Pima County in a paraprofessional or professional administrative classification.

OTHER REQUIREMENTS:

Licenses and Certificates: A current Arizona Class D Driver's License may be required at the time of appointment or prior to completion of initial/promotional probation. Access authorization to the Arizona Courts ACAP and related computer systems/databases must be obtained and maintained as a

condition of employment; failure to obtain/maintain such access authorization may be grounds for termination.

Special Note: Satisfactory completion of a personal background investigation by law enforcement or Court agencies is required, due to need for access to court records, facilities, communications, databases and related information. Some positions may require bilingual abilities in English and a second language, as determined by the Presiding Judge. Some positions may require extended working hours, or being on-call during Court non-business hours.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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