



Court Administrator

STARTING SALARY RANGE

\$83,700 – \$119,800 DOQ

Town of Carefree
October 14, 2022

SUMMARY:

Under the general supervision of the Town's Presiding Judge, the Court Administrator plans, organizes and manages all non-judicial activities.

MINIMUM QUALIFICATIONS:

Education and Experience:

A Bachelor's degree in Criminal Justice, Court Management, Public Administration, Business Administration or a related field, five (5) years of progressive responsibility in administrative or supervisory experience in a judicial environment or any combination of education, training and experience which demonstrates the ability to perform the duties of the position.

Knowledge, Skills and Abilities:

- Principles and practices of public administration and supervision.
- Applicable municipal, State, Federal laws and legal terminology.
- Policies and practices of the municipal court systems.
- Municipal budgeting and accounting principles.
- Judicial Employee Code of Conduct.
- Limited Jurisdiction Case Management System AJACS or similar.
- Microsoft Windows Office products.
- OnBase Document Management System.

Ability to:

- Multi task and assign priorities to problems and work assignments when confronted with multiple pressing demands at one time.
- Logically analyze complex work flow and resource allocations problems and develop satisfactory solutions.
- Listen, communicate and work effectively with a diverse group of people.
- Proficiently perform computerized word processing, comprehension, summarizing and writing/editing.
- Perform a broad range of supervisory responsibilities over others.
- Establish and maintain effective relationships within the Town, subordinate personnel, public officials and the general public.
- Analyze and develop policies and procedures.

- Diffuse difficult and potentially volatile situations.
- Deal tactfully and firmly with all segments of the general public.
- Prepare written documents utilizing organized thoughts and proper sentence structure, punctuation and grammar.
- Assists customers at the counter and over the phone by answering questions, providing instruction in accordance with court policy and procedure, assisting with the filing of forms, documents and motions; determining applicable fees, receipting fines, fees, and restitution.

ESSENTIAL FUNCTIONS:

The following duties and responsibilities of this position may include, but are not limited to, any combination of the following tasks:

- Plans, directs and supervises all non-judicial operations, activities, and procedures within the Court including court services, fines, administration, case flow, records management, jury management, and budget administration functions; serves as Clerk of the Court.
- Provides oversight and ensures that the judicial branch services are available, sustainable, efficient, effective, and compliant with directives such as state statutes, rules of court, and administrative orders.
- Provides support by identifying court and town objectives in anticipation of future trends; works cooperatively with other agencies and departments; serves as an advisor to the Presiding Judge.
- Ability to supervise, train, and evaluate the work of subordinate personnel; communicate effectively, verbally and in writing; perform independent research; implement program policies, procedures and standards; maintain a professional demeanor during stressful situations; establish effective working relationships with the public, attorneys, court personnel, and interested and affected parties; respond to citizen requests in a courteous and effective manner; demonstrate integrity, ingenuity and inventiveness in the performance of duties.
- Develops, implements, reviews and refines policies, and procedures to support and improve the operational efficiency of the court; identifies problems, devises and implements solutions, establishes docketing, calendaring and case management policies and procedures to ensure swift and fair administration of justice.
- Develops and administers the municipal court's budget, and monitors expenditures. Monitors activities and services including diversion programs, court ordered programs, and defensive driving school; maintains records and reports regarding court activities and operations.
- Prepares daily and monthly Town, State, and County Treasurers Reports from all fees, fines, penalties, forfeitures, and payments levied by the court as required by law.
- Compiles and evaluates statistical data related to the efficiency and effectiveness of Court operations, and makes recommendations as needed; maintains compliance with requirements governing statistical reporting, compliance with

Arizona Case Processing Time Standards, Minimum Accounting Standards (MAS), jury services, Language Access Plan (LAP), and records management policies and procedures established by the Supreme Court and the Presiding Judge of Maricopa County.

- Prepares monthly Town Council Reports summarizing court activities.
- Manages grants, assigned special projects including conducting/gathering research.
- Recommends, establishes, and monitors mandated bond schedules.
- Administers and monitors cases transferred to the East Valley Regional Veterans Court.
- Works closely and maintains a sound working relationship with the Presiding Magistrate, including informing of all operational, compliance, and legal issues related to the court.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

To successfully perform the essential functions of this position the following descriptions represent the typical physical demands and work environment that must be met by an employee.

- Work is performed in a normal office environment.
- Operate a variety of standard office equipment including a computer terminal, scanner, telephone, calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Travel to/from meetings and continuing educational training.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.