



City of Tempe

DEPUTY COURT ADMINISTRATOR

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	400		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Courts		<i>Salary / Hourly Minimum:</i>	\$82,546
<i>Supervision Level:</i>	Deputy Director		<i>Salary / Hourly Maximum:</i>	\$111,437
<i>Employee Group:</i>	SMT		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified		<i>Market Group:</i>	Court Administrator
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Officials & Administrators

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives general direction from the Court Administrator or Presiding Judge.
Exercises direct supervision over non-judicial supervisory, technical and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four years of increasingly responsible management experience in the operation of a Court, including a minimum of three years at the supervisory level.
<i>Education:</i>	Requires a Bachelor's degree from an accredited College or University with major coursework in court administration, criminal justice, public administration or degree related to the core functions of this position is required. A Master's Degree and/or ICM Fellowship designation is preferred.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
Actively support and uphold the City's stated mission and values. Plan, organize and supervise the non-judicial operations of the Court; perform a variety of complex tasks related to court administration to include court and financial services, case flow and records management, staffing and facilities; and provide responsible administrative support to the Court Administrator in areas such as policy development and implementation, regulatory compliance, budget administration, technology, court security and procurement.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Plan, organize and supervise the non-judicial activities of the Court; recommend and assist in the implementation of goals and objectives; establish schedules and work procedures for supervisory and clerical personnel; develop and implement policies and procedures.
- Plan, prioritize and supervise the work of non-judicial staff involved in court, customer and/or financial services areas of the court; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Evaluate Court operations and activities; recommend improvements and modifications; prepare various reports on operations and activities including statistical reports of court cases; participate in strategic planning and program development.
- Have a working knowledge of the Criminal and Civil Divisions, Financial Services, and treatment courts. Supervise all assigned areas.
- Monitor legislation, Court Rules, and other regulatory requirements for impacts on Court operations. Review policies and procedures, identify necessary updates, and implement operational changes in areas such as security, employee safety, technology, case flow and jury management, and facilities planning.
- Develop and manage special court projects.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budgeting; monitor and control expenditures.
- Provide information for and participate in Requests For Proposals (RFPs) and contract preparation; monitor contractor compliance with contractual services.
- Coordinate activities of the Court with other departments such as the police department, and external agencies as well as the media and the general public; prepare and deliver presentations; serve on various committees and boards as required to coordinate, share and improve resources.
- Serve as faculty for the Arizona Judicial Branch, City of Tempe and community agencies.
- Provide technical assistance to staff, groups and agencies.
- Respond to inquiries and complaints from customers, the public, and media; provide information on the policies, procedures and activities of the Court as required.
- Schedule and conduct staff meetings; ensure effective communication on criminal justice activities among the Court, Police Department, City Attorney's Office, the Prosecutor's Office, and Court Appointed Attorneys; serve as liaison with City departments regarding changes in operating procedures or implementation of new systems.

- Investigate and resolve complaints regarding the non-judicial operation of the Court; develop and implement operating methods to improve operational effectiveness and efficiency to provide quality Court services to customers and the public.
- Verify, approve and monitor preparation of requisitions and invoice billing.
- Review and approve payroll, attendance, overtime and compensatory records; pre-approve departmental overtime requests.
- Provide proactive performance planning through outlined professional development plans.
- Perform related duties as assigned.
- Be physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective April 1994

Reviewed May 1997

Revised November 2001 (Title change)

Revised December 2001

Revised November 2006

Revised July 2010 (Title change)

Revised July 2013 (Update education requirements: Bachelor's degree & 3 yrs of supervisory exp)

Revised August 2017 (Update essential job functions and job duties)