



City of Tempe

COURT ADMINISTRATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	009	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Court	<i>Salary / Hourly Minimum:</i>	\$97,177
<i>Supervision Level:</i>	Director	<i>Salary / Hourly Maximum:</i>	\$131,189
<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	<i>EEO4 Group:</i>	Officials and Administrator

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

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

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of highly responsible experience in the administration and management of a Court or legal system, preferably with experience in managing operations relating to a municipal court, including a minimum of two years at the management level.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in court administration, criminal justice, public administration, business administration or degree related to the core functions of this position is required. A Master's Degree or Juris Doctorate, and Institute for Court Management (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 and Court's stated mission and values. Serve as the Chief Operating Officer of the Court. Plan, lead, direct and supervise all non-judicial functions and operations of the Court in accordance with Arizona Supreme Court Administrative Order 2017-79. Responsible for court and financial services, personnel management, case flow and records management, facilities,

procurement, contractual services, policy development and implementation, regulatory compliance, budget administration, security, technology and innovation. Provide highly responsible and complex administrative support to the Presiding Judge.

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.
- Develop, implement and oversee the Court's strategic agenda, goals, objectives, and performance measures; organize, prioritize and assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; make recommendations and modifications to advance the Arizona Judicial Branch Strategic Agenda and City Strategic Priorities.
- Plan, organize, lead and supervise the activities of all non-judicial professional, technical and clerical staff; select, hire, and evaluate personnel; provide or coordinate staff training; work with employees to provide professional development, performance feedback and correct deficiencies; discipline and terminate non-judicial personnel, as needed.
- Support and recommend community outreach efforts.
- Develop, implement, review and refine policies, procedures and systems to support and improve the operational efficiency and effectiveness of the Court; develop long-range plans and programs; identify problems, devise and implement solutions; establish docketing, calendaring and case management policies and procedures in accordance with guidelines established by the Presiding Judge.
- Provide information for and participate in Request for Proposal (RFP) processes. Develop, prepare and administer contracts, grants and intergovernmental agreements; establish, monitor, and evaluate related programs, activities, and services including diversion programs and contractual services; maintain records and reports on Court activities and operations.
- Serve as Clerk of the Court.
- Participate in budget preparation and administration, including operating, capital, grant, and special revenue funds; direct the forecast of funds needed for staffing, equipment, materials, services and supplies; monitor, control and approve expenditures; implement mid-year adjustments as required.
- Compile and evaluate statistical data related to the efficiency and effectiveness of Court operations and make appropriate written and verbal recommendations as needed; maintain compliance with all requirements governing Court Administration, including statistical reporting, jury management, accounting, case and records management, and security of technology, facilities, and operations, as established by the Arizona Supreme Court and the Presiding Judge of Maricopa County.
- Oversee the maintenance and enhancement of the case management system and technology to support court operations.

- Respond to and resolve difficult and sensitive inquiries and complaints; draft press releases and meet with City Communications personnel, the media, and others to provide information on the policies, procedures and activities of the Court, as required.
- Prepare memos, reports and agenda items for submittal to the City Council and others, as directed by the Presiding Judge.
- Schedule and conduct staff meetings; represent the Court with internal and external departments, agencies, boards and committees to communicate and coordinate Court activities, improve services and operations, and share resources. Support the Judicial Advisory Board and serve as Chair of the Local Security and Emergency Preparedness Committee and other workgroups, as required.
- Provide training, presentations and technical assistance to staff, groups, and agencies.
- Oversee the Court facility, forecast future facility needs, and advocate for and participate in planning activities to address current and future needs.
- Monitor legislation, Court Rules, and other regulatory requirements for impacts on Court operations. Identify, recommend and implement business system changes, as required.
- Develop and manage special court projects.
- Work closely with and maintain a professional working relationship with the Presiding Judge, including informing of all operational, compliance, and legal issues related to the Court.
- Provide proactive performance planning through outlined professional development plans.
- Maintain effective and consistent one on one dialogue with all employees on a regular basis.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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 January 1994

Reviewed March 1996

Revised November 2001 (Title change, duty review, range change)

Revised July 2002 (Range Changed)

Revised August 2003 (Range Change)

Revised September 2006

Revised July 2010 (Title Change)

Revised April 2012 (MQs change to be consistent with Director level, duty review)

Revised August 2018 (Update format, essential job functions and duties)