

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 26, 2012
CLOSING DATE: OCTOBER 17, 2012

DEPARTMENT: Superior Court

POSITION: Court Caseflow Manager

LOCATION: Globe

JOB CODE: 12-093

ANNUAL SALARY: \$36,296.00-\$44,241.60 DOE

NATURE OF WORK

Manages and oversees caseflow management and court calendaring activities of the Court to ensure compliance with Arizona Revised Statutes and Arizona Rules of the Court; coordinates and performs a variety of analytical staff studies and/ or projects in support of the improvement of court management functions, practices and processes.

DUTIES AND RESPONSIBILITIES:

- Manages and oversees the development, implementation and maintenance of County Court automated calendaring functions, case management, and case tracking activities.
- Coordinates and consults with judges, clerks and relevant Court personnel to ensure the timely processing of cases throughout the County Court system and to resolve other issues.
- Monitors and assesses calendar system for compliance with Arizona Revised Statutes, Rules of Criminal Procedure, Rules of Civil Procedure, and Arizona Rules of Court.
- Develops and analyzes quantitative data for management control and evaluation purposes of caseload, calendaring functions; prepares and presents factual and statistical data and makes recommendations in written, graphic and verbal form; designs and maintains criminal case database; provides related monthly reports to judges, prosecutors, attorneys and other Court staff; develops, prepares and maintains a variety of monthly/annual statistical case management reports.
- Prepares and distributes departmental meeting materials including jury trial schedules; attends monthly trial meetings.
- Develops, tests and evaluates software to enhance court operations; coordinates related training for departmental staff and other users.
- Coordinates case aging information on the Court calendar in relation to criminal matters.
- Trains and coordinates work activities of assigned personnel; determines and confirms allocation of Court staff and facilities.
- Conducts research and makes recommendations regarding departmental policies, procedures and trial court performance standards.
- Attends and participates in Code Standardization Committee and Hearing/Event Code Sub-committee meetings.
- May represent the Court Administrator at meetings: may perform Calendar Administrator and Judicial Assistant functions as required.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; occasional lifting.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Public Administration, Judicial Administration or a related field and five (5) years court administration/process improvement experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Court organization, functions and services; judicial procedures utilized in all types of court cases; regulations governing court activities; Arizona Revised Statutes, court rules and procedures; principles and practices of caseload management; case management functions, reports and documentation; methods for efficiently and effectively processing cases through the court system; court calendar management processes; court calendar systems and software; methods for testing and evaluating court calendar software.

Ability to: Develop, implement and maintain court calendar systems; supervise case management and tracking activities; ensure the timely processing of cases through the court system; utilize court calendar systems and software; test and evaluate court calendar software; provide training regarding the use of court calendar systems; prepare and maintain statistical case management reports; analyze, evaluate and perform case management functions; conduct research and make recommendations regarding case management policies and procedures; communicate effectively orally and in writing.

Skills in: Managing County court case management, calendar systems, and software development activities.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.