

**GILA COUNTY SUPERIOR COURT
JOB ANNOUNCEMENT
1400 E. ASH STREET, GLOBE, AZ 85501**

POSITION POSTED: JANUARY 6, 2014

DEPARTMENT: **SUPERIOR COURT**
LOCATION: **GLOBE/PAYSON**
CLOSING DATE: **OPEN UNTIL FILLED**

POSITION: **DEPUTY COURT ADMINISTRATOR**
JOB CODE: **2014-001**
ANNUAL SALARY: **\$46,467 - \$52,578, DOE**

Gila County offers prospective job applicants the opportunity to work in a rural county. From the copper mines in Globe to the majestic mountains in Payson, applicants interested in coming to Gila County will enjoy small-town friendly community living, outdoor recreational activities (hunting, fishing, hiking, camping) and breathtaking views. The rural atmosphere offers a promising platform for applicants to exercise creative thinking and innovation as it relates to the planning, development, implementation, and coordination of County Court services including superior court, justice courts, municipal courts and clerk of the court functions. Gila County seeks applicants who have the ability to foster community collaboration and manage multiple court systems utilizing best practices. The successful applicant must be able to implement policy and recommend needed policy improvements. Attention to detail and capability to make independent decisions are critical.

NATURE OF WORK:

Plans, organizes and manages staff and activities in assisting the Court Administrator, Justice Courts and Presiding Judge in the effective functioning of the County's Court system; responsible Superior Courts Merit Rules, policies and procedures; judicial branch personnel system, establishing and maintaining support in the areas of human resources, finance, technology and training; coordinates budgets, grant application process, space allocation and ensures compliance with State and Federal laws and regulations.

DUTIES AND RESPONSIBILITIES:

- Assists with the planning, development, implementation, and coordination of County Court services including superior court, justice courts, municipal courts and clerk of the court functions; evaluates service needs and recommends appropriate actions; develops and implements policies and procedures to carry out services.
- Assists with hires, supervises and monitors the performance of assigned personnel; coordinates employee training; ensures compliance with contractual requirements, departmental policy and procedure, and regulations governing court services.
- Assists in the preparation of the budget for the superior court and Justice Courts; coordinates preparation and submission of other department budget requests; notifies appropriate personnel of allocations and works with Finance department concerning any issue that may arise; ensures accuracy of financial reporting.
- Applies for and monitors various court related grants, writes justification of need, its use and develops grant budget, upon approval sets up accounts, maintains records for compliance and submits required financial expenditure reports.
- Assists with the development of policy and procedures; providing for training on employment and workplace issues; responding to and conducts internal investigations on employee relations issues.
- Oversees case flow management process ensuring that related services are in place to provide for timely hearings; devises strategies and policies to improve case processing, advises staff for implementation, and makes related reports.
- Assists in the administration of indigent defense; recruits attorneys for those unable to pay and entitled to court-appointed attorneys and prepares contracts for those selected.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

Job Title: Deputy Court Administrator

Job Code: 2014-001

- Assists the justice courts with administrative issues such as how to obtain funds, policies to adopt for operational review recommendations; participates in County activities; attends quarterly and statewide meetings and participates in Statewide Committees designed to improve the administration of justice.
- Develop Evidenced Based Pre-Trial Services by collaborating with County Attorney’s Office, Clerk of the Superior Court, Justice Courts and the Probation Department.
- Develop Early Resolution Program for Gila County Superior Court.

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 and with irate members of the public; may on occasion lift up to 40 pounds.

EMPLOYMENT STANDARDS:

Bachelor’s Degree in Business Administration, Public Administration, or Judicial Administration or related field and five (5) years court administrative experience, including two (2) years supervisory/management experience; or any combination of education, training and experience.

A valid Arizona Driver License; Court Manager Certification is desirable.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and procedures of the Arizona justice system and the application of statutes and legal precedents, budgeting, fiscal and grant administration and management, public administration departments, organization and practices, supervisory principles, practices and methods.

Ability to: Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Skills in: Researching, evaluating, and using new methods and techniques for operational improvements, developing, preparing and monitoring budgets, completing grant applications, developing and implementing court policies and procedures, effectively communicating verbally and in writing, establishing and maintaining effective work relationships with employees, other agencies and the public; and planning, organizing and directing the work of others.