

**GILA COUNTY SUPERIOR COURT  
JOB ANNOUNCEMENT**

1400 E. ASH STREET, GLOBE, AZ 85501

POSITION POSTED: **July 30, 2015**

DEPARTMENT: **SUPERIOR COURT**                      POSITION: **DEPUTY COURT ADMINISTRATOR**

LOCATION: **GLOBE/PAYSON**                              JOB CODE: **2015-006**

CLOSING DATE: **OPEN UNTIL FILLED**              STARTING SALARY: **\$60,541, ANNUALLY**

**PURPOSE OF THE JOB**

The purpose of this position is to assist the Superior Court Administrator in promoting public safety and expediting court processing in an effective manner. This position analyzes and interprets state and federal laws, statutes, codes, and rules to ensure compliance by Court Administration personnel.

This position manages the nonjudicial functions of the Limited Jurisdiction Courts, planning, directing, supervising, and coordinating administrative support functions. The role also involves coordination with the courts, elected and appointed officials, outside agencies, and the public.

**SUPERVISORY RESPONSIBILITIES**

Regularly assigns work to other employees and supervises related activities.

Provides recommendations on hiring employees; scheduling work hours of employees; evaluating performance of employees; handling employee grievances; employee training; granting time off; employee coaching and managing supervisors.

Provides recommendations on employee promotions; employee salary increases; employee disciplinary actions; and discharging employees.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>TIME SPENT</b>
<ul style="list-style-type: none"> <li>• Accesses data management systems to provide pertinent information to judges, staff and outside agencies when required; prepares and maintains records and reports to comply with local and state requirements; and submits and administers grants and their reporting requirements. Compiles and evaluates statistical data related to efficiency and effectiveness of operations and plans, manages, and performs special projects as requested. Develops long and short range goals; plans and organizes activities of judicial staff.</li> </ul>	65%
<ul style="list-style-type: none"> <li>• Builds professional and community partnerships to enable collaborative efforts in judicial initiatives. Responds to inquiries, requests for information, and complaints.</li> </ul>	10%
<ul style="list-style-type: none"> <li>• Manages court's accounting functions; effectively develops and manages budgets, including multiple sources of funding; applies for, manages, and reports on special funding for courts both in Superior and Justice courts. Reports on MAS standards and reports to state; completes various surveys for state agencies.</li> </ul>	25%
<ul style="list-style-type: none"> <li>• Performs other duties as assigned.</li> </ul>	

**BUDGET RESPONSIBILITIES**

Reviews, approves for submission and presents elected office budget; reviews, approves for submission and presents the department level budget; reviews, approves for submission and presents project related budget.

**PROJECT RESPONSIBILITIES**

Provides project resource allocation on pre-approved resources on organizational planning projects; organizational development projects; quality assurance projects; process improvement projects; technology projects and employee training & development projects.

**ORAL COMMUNICATION DUTIES**

This position trains colleagues, explains County procedures, responds to public inquiries, moderates meetings, gives presentations, speaks with the media and negotiates or persuades.

**WRITTEN COMMUNICATION DUTIES**

This position creates or edits documents, emails, proposals, court pleadings, internal memos and reports.

**INTERACTIONS WITH THE GENERAL PUBLIC**

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other institutions over the telephone, by email, and/or in person.

**INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Always (More than 85% in a year)

**MINIMUM EDUCATION REQUIRED**

Bachelor's Degree in Business Administration, Public Administration, or Judicial Administration or related field.

**MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Five (5) years experience; or equivalent combination of education, training and experience.

**PROFESSIONAL CREDENTIALS REQUIRED**

None

**KNOWLEDGE REQUIRED**

Human Resources management, business law, finance, court administration, contract preparation.

**SKILLS REQUIRED**

Active learning, active listening, critical thinking, public speaking (large groups), analyzing training needs, problem solving, analyzing operations, troubleshooting.

**ABILITIES REQUIRED**

Fully and quickly comprehend spoken words, solve problem sensibly and swiftly, solve problems deductive reasoning, multi-task, speak clearly and sensibly,

**PHYSICAL DEMANDS**

- Occasionally stands to present.
- Occasionally sits to attend to reception areas.
- Occasionally lifts under 10 lbs. and occasionally lifts up to 50 lbs of work related materials, equipment, tools, and/or gears.
- Requires dexterity for keyboard operation.
- Incumbents in this position may be required to occasionally walk, bend, stoop, and kneel; Rarely crawl and twist to complete tasks.

**WORK ENVIRONMENT**

Incumbents in this position constantly spends time in office environment; occasionally spends time in lobby environment; occasionally spends time in classroom(s); and occasionally spends time in library.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk; may become exposed to occasional telephone verbal abuse by customers, patients, or citizens. On rare occasions may become exposed to emotional customers, patients, or citizens.

### **PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position may constantly require following safety manuals.

### **CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**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.