

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Administrative Services Senior Coordinator
Job Code: 8066
Pay Grade: 70
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Responsible for analysis and/or research of business, operating procedures and systems. Develops recommendations for the implementation of new legislation, statutes, judicial administration codes, court rules or other revisions that impact the juvenile court operations in both the child welfare and juvenile justices systems. Designs and implements, as directed, modified management tracking and information systems. Develops and recommends new or revised policies and procedures.

ESSENTIAL FUNCTIONS:

- Conducts research related to pending legislation, judicial administrative code, court rules, statutes or other similar regulations at the local, state and national level relating to the work procedures within the court's departments.
- Gathers and organizes information on identified issues or procedures; documents existing processes and systems, performs cost/benefits analysis, and prepares reports summarizing findings, alternatives and recommendations for new or revised procedures or systems.
- Assists division directors in the development of policies and procedures.
- Represents the court and court administration in meetings and/or hearings, locally and statewide, to provide specialized information on behalf of the court when issues arise concerning division/department administration.
- Establishes working relationships with key local and statewide organizations and individuals who are partners with the court to achieve organization goals and objectives.
- Responds to public, management, and staff inquiries for assistance to address administrative and operational issues relating to the court's business.
- Reviews various administrative reports, studies, proposed/adopted statutes, rules, regulations and recommendations, and evaluates the potential impact on the court.
- Designs and coordinates research projects and surveys, performs statistical analysis, evaluates results and prepares management reports, summary reports, and other informational documents.
- Participates in developing strategies and preparing proposals to obtain funding for court programs and oversees special projects and ensures compliance with reporting procedures.
- Oversees and directs the gathering of statistical data, such as flow charts, prepares statistical reports and facilitates presentations on various court issues based on statistical information and historical trends.

- Develop internal relationships with division management and staff and attend division meetings to remain abreast of administrative and operational issues throughout the court.
- Advises juvenile court director and deputy director on special projects and coordinates the implementation of new programs, as directed.

ADDITIONAL RESPONSIBILITIES/ DUTIES:

- May develop policies and procedures based on workflow analysis.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of public administrative and business systems, legislative process, court rules, judicial administrative code, statutes relating to the child welfare and juvenile justice systems.
- Must have knowledge of principles and techniques used in conducting management studies, systems analysis, and research procedures.
- Must have some knowledge of management information systems and operations.
- Must have strong project management skills to include analytical, organizational, planning, writing, development, and presentation skills.
- Must have good knowledge and skills with computer programs such as Microsoft Word, Excel, Outlook, and Power point.
- Must have the ability to effectively communicate with a diverse group of management and staff employees, judges, elected/appointed officials, the public and individuals at the local, state and national level.
- Must be able to manage several divergent tasks simultaneously.

MINIMUM REQUIREMENTS:

A Bachelor's degree in Public or Business Administration, Organizational Development, or a related field and five years of experience in procedural management or systems analysis work; OR, Nine years of experience in procedural, management or systems analysis work, including one year of supervisory and/or lead person experience; OR, Any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Juvenile Court Administrator and Deputy Juvenile Court Administrator. The incumbent will perform duties under general supervision, generally from the direction provided from court goals and objectives, and specified projects. The incumbent will have indirect supervisory responsibilities for staff that perform work on the same work projects.

Date: July 25, 2011

Revised: