

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Court and Calendar Services Specialist, Lead
Job Code: 8055
Pay Grade: 41
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Incumbents in this classification are responsible for performing as lead employees. Incumbents perform court calendar scheduling and fees assessments duties, as well as monitor and coordinate the same duties performed by coworkers in the same division. This position is distinguished from Court and Calendar Services Specialists and Clerks by the ability to research and problem-solve issues that are exceptions to normal processes, the resourcefulness needed and the decision-making authority to resolve issues.

ESSENTIAL FUNCTIONS:

- Daily coordinates the flow of work in the calendaring work unit and responds to those work issues not needing to be elevated to the director. Prints, processes and distributes daily calendars to various personnel of the court.
- Leads, observes, and supports the work performed by coworkers, primarily the calendaring and assessment units. Assists with assignments and distribution of contract attorney caseloads.
- Attends committee meetings and meetings for the division on behalf of the Division Director.
- Provides leadership to unit staff in regards to work quality and delivery, meeting deadlines, addressing ad-hoc issues as they arise, and training opportunities.
- Prepares reports on work activity, such as appeals on the assessment of court fees.
- Assists the director in developing work processes for the unit and provides information on employee performance to the director for conducting employee appraisals.
- Coordinates the scheduling of Pro Tems for court and the reschedules due to conflicts, sick absences, and/or vacations.
- Schedules activities onto court calendar, including trial reviews, detentions, and severances. Completes daily logs for trial reviews and detentions.
- Reviews hearings and minute entries to insure all fees have been assessed and makes necessary adjustments.
- Processes petitions from County Attorneys Office for future hearings and makes assessment recommendations to the bench.

- Responds to phone inquiries regarding calendar and assessment questions.
- Coordinates the scheduling of relief bailiffs.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Trains new bailiffs, judicial administrative assistants, and judges on JOLTS automated calendaring system.
- Acts as bailiff for judges when necessary.
- Schedules the monthly destruction of records in accordance to record retention procedures.
- Balances model court blocks for judges to insure even distribution of judicial caseloads.
- Periodically acts as departmental representative to various committees or working groups.
- Performs as a back-up for the file room, reception desk, calendar call and other calendar duties when necessary.
- Prioritizes in-coming situations and acts on them in place of the Division Director in her absence.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the court's organization and structure, operations, rules and procedures.
- Must have knowledge of office procedures and practices to include record keeping and time management.
- Must have knowledge of and skills for working with office equipment, desktop computers and software such as Microsoft Word, Outlook, Excel and JOLTS.
- Must have knowledge of business English, grammar, punctuation, spelling, and a strong mathematical aptitude.
- Must have good project management skills to coordinate the completion of work to deadlines working with coworkers and other court personnel.
- Must have the ability to communicate effectively with a wide variety of court personnel, including judges, coworkers, directors, attorneys, and the general public.

MINIMUM QUALIFICATIONS:

An Associate's degree from an accredited college or university or 64 earned credit hours and three years of clerical and/or data entry experience providing support and coordination for a function or activity. OR any equivalent combination of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

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 Court and Calendar Services Director. This position performs duties under general supervision and serves as the lead in Court and Calendar Services.

Date: 11/22/04

Revised: 08/05, 03/20/07, 04/09/09; 04/08/10

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date