

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Deputy Court Administrator, Juvenile Court

**Job Code:** 8003

**Pay Grade:** 79

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

The Deputy Court Administrator plans and directs the day-to-day, non-judicial functions of the Pima County Juvenile Court Center. Coordinates the development, revisions, and implementation of court policies and procedures and assures their compliance with regulatory requirements. This position is fully accountable to the Juvenile Court Administrator and ensures that court operations and enforcement programs are in full compliance with all applicable laws and directives.

### **ESSENTIAL FUNCTIONS:**

- Assists Juvenile Court Administrator in planning, preparing, reviewing and revising departmental goals, objectives, and long and short-term plans.
- Directs and coordinates the development and/or revision of departmental policy and procedures and recommends implementation of operational changes to the Juvenile Court Administrator.
- Acts as a liaison to other agencies with regard to court processes and procedures; represents the Court on external committees and boards to gather and provide input for court related matters; and interacts with community leaders to promote awareness and to improve services for court clients.
- Analyzes complex operational data and recommends, implements, and evaluates policy and procedural changes for assigned work units.
- Consults with division directors on administrative issues and assists in developing and implementing improvements. Participates in problem solving and makes decisions within the scope of authority.
- Coordinates activities and services and serves as liaison, as designated, with the Administrative Office of the Courts (AOC), Clerk of the Superior Court, local and state agencies, news media, and the general public.
- Monitors case flow management and calendaring systems for compliance with standards, court policies and procedures.
- Hires, trains, supervises and evaluates the work performance and obtainment of objectives by assigned staff.
- Assists in the development of the annual court budget.

- Builds and maintains working relationships with the various constituents served by the Juvenile Court. Assists in overseeing cooperative and collaborative efforts with other courts and justice system entities including the electronic transfer of and access to mutually beneficial data.
- Participates as a member of the Executive Management Team of the Juvenile Court.
- Conceptualizes, researches and writes proposals for new programs, staff and equipment.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Serves as the Juvenile Court Administrator in his/her absence.
- Prepares written and statistical reports for judicial and administrative review.
- Researches laws as they apply to court operations, analyzes policy directives, and initiates action.
- Reviews and evaluates programs and services and makes recommendations to the Juvenile Court Administrator. Assists the Court Administrator with issues concerning space, furnishings and equipment management within the court building.
- May direct and oversee a major focus area or project of the Juvenile Court such as the Mental Health Initiative, Institutional Health Care or the Minority Overrepresentation Plan.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of justice system, pertinent laws, regulations, and court decisions.
- Must have knowledge of policies and practices of the judicial system.
- Must have knowledge of budgetary principles and practices.
- Must have knowledge of community resources.
- Must have knowledge of management and business practices as they apply to the administration of complex organizations.
- Must have knowledge of principles and practices of public sector personnel administration.
- Must have knowledge of planning and evaluation.
- Must have knowledge of Probation and Detention practices.
- Must have knowledge of child welfare case processes.
- Must have knowledge of treatment budgets and reporting requirements.
- Must have knowledge of principles and techniques of effective communication, both written and oral.
- Must have skill in directing, supervising and evaluating the operations of a department providing a variety of services.
- Must have skill in supervising professional, administrative, and support personnel.
- Must have skill in evaluating complex situations and making decisions.
- Must have skill in planning, coordinating and directing maintenance and security activities.
- Must have skill in enlisting and maintaining effective working relationships with others.
- Must have skill in developing, analyzing and evaluating services.
- Must have skill in communicating effectively, both in writing and orally.

**MINIMUM QUALIFICATIONS:**

A Masters Degree in Business, Public or Judicial Administration, or a closely related field, and six years of progressively responsible administrative experience in court management or judicial administration. Or, a Bachelors Degree in Business, or Public Administration, or a closely related field, from an academically accredited college or university and eight years of progressively responsible administrative experience in court management or judicial administration. Certification as a Fellow of the Institute for Court Management is preferred and may substitute for up to three years experience in a court setting.

**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. The incumbent performs duties and responsibilities under limited supervision, has oversight responsibility for day-to-day activities in the court center, and directs a staff of employees, which include management, professional and administrative support employees.

Date: 11/19/04  
Revised: 08/20/05; 10/26/07; 03/26/09, 4/24/09, 01/12/10; 05/22/12

Approved by:

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Director, Human Resources

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Date

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Juvenile Court Administrator

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Date