

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Director, Court and Calendar Services

Job Code: 8051

Pay Grade: 75

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Plans, directs, develops, coordinates, and manages work units and programs including case management, calendar services, front desk court reception, and mail services. Coordinates case management functions and resolves issues in conjunction with the deputy court administrator, court administrator, judges and the presiding judge.

ESSENTIAL FUNCTIONS:

- Oversees, directs, and manages all division activities related to Court and Calendar Services.
- Supervises and evaluates Court and Calendar Services staff and develops division and individual goals for the staff to achieve.
- Participates as an active member of the Pima County Juvenile Court Management Team.
- Develops the annual division budget and monitors the division's purchases and expenditures.
- Coordinates the development, implementation, monitoring and maintenance of the automated calendaring system.
- Implements and manages case flow management systems.
- Develops and prepares case flow information reports to include caseload and event statistics.
- Analyzes case flow information and makes recommendations to the Presiding Judge and to the Bench.
- Coordinates the development, implementation, monitoring and maintenance of the automated assessment system.
- Develops, implements and manages assessment procedures. Prepares and interprets assessment information reports.
- Analyzes statutory requirements for assessments and makes recommendations to the Bench.
- Recommends development of and/or changes in rules, policies, and procedures related to his/her areas of responsibility.
- Serves as liaison with Clerk's Office, Judges and other Court divisions on scheduling, calendaring and procedural issues to include complaints.
- Oversees division recruitment, selection, training, performance evaluation, counseling, disciplinary action, and /or termination of Court and Calendar services staff.

- Coordinates scheduling of court hearings and production of daily calendar of the Juvenile Court.
- Directs and coordinates the appointment of counsel in delinquency cases.
- Oversees the distribution of Court Center's inter-office and US mail.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of calendar services and Court center operations, organization, procedures and policies.
- Must have knowledge of Juvenile Court laws, rules, regulations, policies and procedures.
- Must have knowledge of management and business practices, project management, research techniques and planning principles.
- Must have knowledge of performance management techniques in directing, training, and evaluating employees.
- Must have administrative skills in business and report writing, fiscal skills related to budget preparation and management, and establishing effective working relationships.
- Must have analytical skills to evaluate case management issues, problems, and solutions.
- Must have the skills to work with desktop computers using software products for the performance of case management and administrative tasks.
- Must have the ability to communicate effectively with a wide variety of persons including judges, attorneys, judicial coworkers, administrative staff and the public.

MINIMUM QUALIFICATIONS:

A Master's degree from an accredited college or university with a major in a social or behavioral science, business, public, or judicial administration, criminal justice or related field and five years of management, administrative, or professional experience in a court or justice-related organization, including probation experience. OR a Bachelor's degree from an accredited college or university with a major in a social or behavioral science, business, public, or judicial administration, criminal justice or a related field and seven years of management, administrative, or professional experience in a court or justice-related organization, including probation 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 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/Director of Juvenile Court Services. This position performs duties under limited supervision and directs the professional and administrative support staff of Court and Calendar Services.

Date:

Revised: 11/19/04, 10/01/05; 10/26/07, 6/8/09