

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court



Job Description

Job Title: Manager, Court and Calendar Services
Job Code: 8051
Pay Grade: 66
FLSA Status: Exempt

PURPOSE OF CLASSIFICATION:

Manages the work units within Court and Calendar Services to include case management, calendaring, assessments, front desk court reception, mail services, and interpreting services. Coordinates the functions of calendar services and interpreting services, and resolves issues in conjunction with the juvenile court deputy administrator, court administrator, judges and the presiding judge.

ESSENTIAL FUNCTIONS:

- Manages activities related to court and calendar services. Participates in the recruitment, selection, training, performance appraisals, and counseling of staff and develops the goals of the unit and staff.
- Coordinates the development and implementation of calendar services automated programs and process improvements.
- Analyzes, develops and prepares case flow information reports to include caseload and event statistics and recommends appropriate changes to the juvenile court deputy administrator, court administrator, the presiding judge and the bench.
- Develops, implements and manages assessment procedures. Prepares and interprets assessment information reports.
- Analyzes statutory requirements for assessments and makes recommendations to the bench.
- Assists with development of the annual unit budget and monitors the unit's purchases and expenditures.
- Serves as liaison with Clerk's Office, judges and other court divisions on scheduling, calendaring and procedural issues to include complaints.
- Oversees and coordinates scheduling of court hearings and production of daily calendar of the juvenile court.
- Coordinates and manages the appointment of counsel in delinquency cases.
- Oversees the management of the court interpreting services.
- 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 managing, 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 Bachelor’s degree from an accredited college or university with a major in a social or behavioral science, business, public, or judicial administration, or a related field and five years of administrative/professional or management experience in a court or justice-related organization. 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 Deputy Administrator, Juvenile Court. This position performs duties under limited supervision and has supervisory responsibilities for the division performance and staff.

Date: 5/6/13

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date