



# City of Tempe

## COURT ADMINISTRATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	009	<i>Department:</i>	Court
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Court Administrator
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click <a href="#">here</a> for more job classification information including current salary range.			
**This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.			

REPORTING RELATIONSHIPS
Receives general direction from the Presiding Judge.
Exercises direct supervision over non-judicial supervisory, technical and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of experience in the administration and management of a Court or legal system, including a minimum of two (2) years at the management level. Experience in managing operations relating to a municipal court is preferred.
<i>Education:</i>	Bachelor’s degree from an accredited college or university with major course work in court administration, criminal justice, public administration, business administration or degree related to the core functions of this position is required. A master’s degree or Juris Doctorate, and Institute for Court Management (ICM) Fellowship designation is preferred.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
Actively support and uphold the City’s and Court’s stated mission and values. Serve as the Chief Operating Officer of the Court. Plan, lead, direct and supervise all non-judicial functions and operations of the Court in accordance with Arizona Supreme Court Administrative Order 2017-79. Responsible for court and financial services, personnel management, case flow and records management, facilities, procurement, contractual services, policy development and implementation, regulatory compliance, budget administration, security, technology and innovation. Provide highly responsible and complex administrative support to the Presiding Judge.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Develop, implement, and oversee the Court's strategic agenda, goals, objectives, and performance measures; organize, prioritize and assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures; make recommendations and modifications to advance the Arizona Judicial Branch Strategic Agenda and City Strategic Priorities.
- Plan, organize, lead and supervise the activities of all non-judicial professional, technical and clerical staff; select, hire, and evaluate personnel; provide or coordinate staff training; work with employees to provide professional development, performance feedback and correct deficiencies; discipline and terminate non-judicial personnel, as needed.
- Support and recommend community outreach efforts.
- Develop, implement, review and refine policies, procedures and systems to support and improve the operational efficiency and effectiveness of the Court; develop long-range plans and programs; identify problems, devise and implement solutions; establish docketing, calendaring and case management policies and procedures in accordance with guidelines established by the Presiding Judge.
- Provide information for and participate in Request for Proposal (RFP) processes. Develop, prepare and administer contracts, grants and intergovernmental agreements; establish, monitor, and evaluate related programs, activities, and services including diversion programs and contractual services; maintain records and reports on Court activities and operations.
- Serve as Clerk of the Court.
- Participate in budget preparation and administration, including operating, capital, grant, and special revenue funds; direct the forecast of funds needed for staffing, equipment, materials, services and supplies; monitor, control and approve expenditures; implement mid-year adjustments as required.
- Compile and evaluate statistical data related to the efficiency and effectiveness of Court operations and make appropriate written and verbal recommendations as needed; maintain compliance with all requirements governing Court Administration, including statistical reporting, jury management, accounting, case and records management, and security of technology, facilities, and operations, as established by the Arizona Supreme Court and the Presiding Judge of Maricopa County.
- Oversee the maintenance and enhancement of the case management system and technology to support court operations.
- Respond to and resolve difficult and sensitive inquiries and complaints; draft press releases and meet with City Communications personnel, the media, and others to provide information on the policies, procedures and activities of the Court, as required.
- Prepare memos, reports and agenda items for submittal to the City Council and others, as directed by the Presiding Judge.
- Schedule and conduct staff meetings; represent the Court with internal and external departments, agencies, boards and committees to communicate and coordinate Court activities, improve services and operations, and share resources. Support the Judicial Advisory

Board and serve as Chair of the Local Security and Emergency Preparedness Committee and other workgroups, as required.

- Provide training, presentations and technical assistance to staff, groups, and agencies.
- Oversee the Court facility, forecast future facility needs, and advocate for and participate in planning activities to address current and future needs.
- Monitor legislation, Court Rules, and other regulatory requirements for impacts on Court operations. Identify, recommend and implement business system changes, as required.
- Develop and manage special court projects.
- Provide proactive performance planning through outlined professional development plans.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective January 1994*

*Reviewed March 1996*

*Revised November 2001 (Title change, duty review, range change)*

*Revised July 2002 (Range Changed)*

*Revised August 2003 (Range Change)*

*Revised September 2006*

*Revised July 2010 (Title Change)*

*Revised April 2012 (MQs change to be consistent with Director level, duty review)*

*Revised August 2018 (Update format, essential job functions and duties)*