

## DEPUTY COURT ADMINISTRATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Deputy Court Administrator is responsible for: planning, implementing, evaluating, and improving programs of one of three responsibility areas of the Municipal Court. This class performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Court Administrator class by having responsibility for only a section of the Municipal Court rather than the overall activities of the Court. Employees of this class maintain considerable latitude for independent actions and exercise professional discretion within the framework of departmental policies. An incumbent in this class exercises direct supervision over one or more employees in the Court Supervisor and Court Interpreter Supervisor classifications. In the absence of the Court Administrator, employees of this class act on matters for which authority has been delegated. This position is also responsible for assisting in the development of the department's operational and capital budgets; managing case flow and records management; developing operational policies and procedures; guiding staff in handling difficult issues or people; interviewing and hiring; and overseeing cash management process in the court. Indirect supervision may be provided over one or more levels of Court Specialists who report directly to a Court Supervisor. Deputy Court Administrators are supervised by the Court Administrator through conferences, reports, and results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Finance, Law, Accounting, or a related field. Considerable (3 - 5 years) progressively responsible professional-level supervisory experience. Previous experience performing independent research and developing, coordinating, and evaluating policies, programs, and projects.

**Special Requirements** For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Previous experience in resolving complex customer service problems in a court or public service setting is preferred. Experience applying continuous improvement principles, use of a computerized records system, and use of word processing and spreadsheet programs are desirable.

### ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the

listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the general public, other City employees, vendors, management, contractors, public officials, or others (i.e., news media and other criminal justice agencies) in order to provide information on court operations, resolve problems, coordinate processes, give instructions, and answer questions. Gives oral presentations on assigned projects. Instructs and/or trains subordinates or other court staff, in a classroom setting, regarding issues relating to court processes or other issues that may have an impact on court staff. Prepares written documents, including: management studies, reports, justification memos, procedures, letters, and memos, with clearly organized thoughts and using the proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Operates a variety of standard office equipment such as personal computers (PCs), printers, copy machines, and telephones. Enters data or information into a PC in order to maintain the Court's automated system, track projects, and create or edit documents, spreadsheets, and graphs.

**Mental:** Plans, organizes, and/or directs the activities of one of the operational divisions of the court. Supervises and evaluates the work of subordinate personnel. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems by analyzing situations, interpreting statutes and rules, and applying information and logic to reach a solution. Coordinates work activities, operational division functions, and other tasks with other City departments, other cities, or other agencies such as the Arizona Supreme Court or the state of Arizona Motor Vehicle Division (MVD). Develops operational division policies and procedures, and both short- and long-term objectives. Conducts research and analyzes data to determine effectiveness of operation and determine whether to recommend action as a result of research findings. Assists in preparing the budget of the operational division by determining future needs. Comprehends and makes inferences from written material, including: Arizona state statutes, Supreme Court rulings, City ordinances, administrative orders, letters, memos, policies, and procedures, to ensure the appropriate process is in place and to resolve complaints. Researches, evaluates and makes recommendations regarding the impact of new legislation on court processes and procedures.

**Knowledge and Abilities:**

Knowledge of:

team concepts within a continuous improvement environment;  
the principles and practices of public administration and management;  
the policies and practices of the judicial system and/or municipal court systems;  
City, state, federal laws, and legal terminology;  
generally accepted techniques and methods for compiling, verifying, and analyzing data;  
conflict resolution techniques;  
the basic principles and practices of employee supervision, including performance evaluation and employee training;  
records management principles;  
basic data processing procedures, operations, data flow, and records maintenance; and  
sound business practices related to court procedures and recordkeeping systems.

Ability to:

act as the primary contact with the Mesa Police Department regarding warrant-related functions;  
act as the liaison to the Information Technology Department to coordinate the implementation of revised automated processes;  
interact with all three divisions of the Court to integrate procedures;  
act as the liaison to the Arizona Supreme Court on training issues;  
comply with records retention requirements;  
comply with the Public Access to Court Records Administrative Order;  
apply for and monitor grant funds, and monitor vendor compliance with various contracts;  
interact with angry, confused, and hostile persons to explain court procedures and resolve problems;  
exercise initiative in the improvement of the Court division to which assigned; and  
establish and maintain effective working relationships with coworkers, vendors, citizens, and other government officials.

**Knowledge and Abilities: (By Assignment)**

*Collections*

Knowledge of:

delinquent accounts, collection techniques, and practices;  
skip tracing techniques; and  
laws and rules relating to collections.

Ability to:

ensure effective use of collection techniques in compliance with laws pertaining to the collection of delinquent accounts;  
establish appropriate guidelines for determining method of payment of fines/fees;  
provide information to the judges on defendants' ability to pay; and  
pursue collection of delinquent fines/fees and provide alternatives to fine payments.

*Court Services*

Knowledge of:

laws and rules relating to court time limitations and jury selection processes; and  
various calendaring methods.

Ability to:

manage court case flow, juries, support to the judicial staff, and provision of court interpreters; and  
provide staff for courtroom hearings, including pretrial conferences, sentencing hearings, restitution hearings, jury and non-jury trials, and other court hearings.

*Customer Services*

Knowledge of:

accounting principles; and  
cash management and cash security processes.

Ability to:

ensure compliance with Arizona Supreme Court's Minimum Accounting Standards;  
ensure compliance with the Defensive Driving School Diversion Program;  
conduct accounting functions, such as disbursement of funds to specific accounts, and reconciliation of accounts with the Financial Services Department; and  
provide staff for processing financial transactions, warrants, new case filings, public information, and issuance of default judgments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/fl/co

CS4539.DOCX

PAY GRADE: 53

EEO-Prof

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-ADM

SWORN-No

INCREMENTS 62-200