

## COURT ADMINISTRATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Court Administrator manages the non-judicial activities of the City Court through directing Deputy Court Administrators for the Collections, Court Services, and Customer Services responsibility areas and the Management Assistant II. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. This is an administrative class, which is responsible for directing the activities of three Deputy Court Administrators and a Management Assistant II. The Court Administrator is responsible for evaluating and coordinating these divisions in support of the judiciary. Responsibilities involve interacting and coordinating with top-level management personnel, with judges, with City departments and with non-city governmental and quasi-governmental agencies. The incumbent represents the Presiding City Magistrate as required on interdepartmental coordinating committees and taskforces. Work is performed with considerable independence and initiative. Work is performed under the general direction of the Presiding City Magistrate who evaluates work through reports, conferences, meetings, and results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Law, or a related field. Extensive (5+ years) progressively responsible management experience in public and/or court administration in a supervisory capacity. Experience coordinating programs and projects, developing programs and policies, budget preparation and administration, and evaluating and reporting on the effectiveness of various programs is required.

**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.** Knowledge of automated (software programs) criminal justice and financial systems is highly desirable. Graduation from an accredited college or university with a Master's Degree is preferred.

### ESSENTIAL FUNCTIONS

**Communication:** Develops written policies and procedures for presiding judges regarding use of judges and judges pro tempore. Consults with and advises the Presiding City Magistrate regarding issues and problems affecting the Court. Responds verbally and in writing to complaints and inquiries

from the public, the City Council, the City Manager's Office, and other City departments, and explains relevant administrative and judicial policies and procedures. Prepares performance appraisals, budget forecasts, memos, and status reports with clearly organized thoughts using proper sentence structure, punctuation, and grammar in order to communicate clearly and effectively. Serves as the media representative for the Court. Drafts, reviews, and approves contracts on behalf of the Court. Conducts periodic meetings with judges and judges pro tempore to discuss matters that impact the Court.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures; City, state, and federal laws; and to other standards such as City Court policies and procedures. Attends meetings and seminars to enhance professional knowledge. Enters data into a personal computer (PC) in order to assemble and organize information. Meets scheduling and attendance requirements.

**Mental:** Applies continuous improvement process in working with staff to develop the means and methods of continually improving service delivery to citizens, other governmental agencies, and other City departments. Coordinates and integrates the three division budgets into one Court budget. Administers the budget for the City's Municipal Court. Plans and manages the work of work teams and supervisory staff through planning, organizing, motivating, and evaluating performance objectively. Reviews and evaluates the impact of new legislation and Supreme Court Rules on the City Court. Ensures the requirements of new legislation and/or Supreme Court Rules are implemented appropriately and timely. Analyzes the operational efficiency of the three Court divisions. Establishes long-range goals for the Court and ensures that goals of each division will contribute to their achievement. Develops and implements policies and procedures applicable to organization functions, supporting the implementation of judicial rulings, and improving operational effectiveness of the Court. Resolves work procedural problems and answers questions presented by subordinate-level staff.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices of public administration;  
the policies and practices of the judicial system and/or municipal court systems;  
the rules and laws relating to Municipal Court accounting;  
City, state, and federal laws and legal terminology;  
court case calendaring methods and development case flow management techniques; and  
jury and facilities management, including courtroom security.

Ability to:

analyze, develop, and implement policy and procedural improvements with the City Court;  
analyze procedures and determine impact of proposed changes to improve Court operations;  
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time;  
logically analyze complex work flow and resource allocations problems and develop satisfactory solutions; and  
establish and maintain effective relationships with other City departments, subordinate personnel, public officials, and the general public.

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 7/20

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JOB FCTN-ADM

PAY PLAN E01-E18

PAY RANGE: E07

IND-9410

SWORN-No