



City of Casa Grande

### Court Administrator

**GENERAL PURPOSE:** Under direct supervision of the Presiding Magistrate, plans, directs, and supervises all non-judicial court operations and is responsible for providing administrative, technical, and analytical support. Responsible for the exercise of critical decision-making; design and implementation of policies and procedures; management of the Court's budget; preparation of financial and statistical reports; coordination with other City departments; maintenance of the Court's facilities and resources; and strategic planning as directed.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification; only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific duties.*

- Oversees all non-judicial court operations as directed by the Presiding Magistrate.
- Ensures compliance with applicable state law, accounting standards, administrative orders and directives, ethical obligations, local and internal policies, and any applicable legal and operational standards.
- Supervises all non-judicial personnel to include hiring and disciplinary recommendations, training, compliance, scheduling, work assignments, and performance evaluations.
- Evaluates court operations, ensures effective allocation of resources, identifies areas of inefficiency, and devises recommendations to enhance court goals.
- Designs and implements policies and procedures under the authority of the Presiding Magistrate in order to ensure compliance with all relevant standards.
- Manages the court's budget and all financial operations, forecasts revenues and expenditures, ensures proper handling of money, maintains financial records, manages grants and contracts, and prepares statistical reports.
- Researches, compiles, and analyzes court records, statistics, and files related to the efficiency and effectiveness of court operations; prepares reports; and makes recommendations as needed.
- Coordinates with, and acts as a liaison to, other City departments.
- Maintains a high level of expertise in the court's case management and other technological systems, and ensures their proper and effective utilization.
- May represent the court at a variety of meetings or committees.
- May act as Magistrate Pro-Tempore.
- All other duties as assigned.

**SUPERVISION EXERCISED:** Non-judicial court staff.

## **JOB DESCRIPTION**

### **Court Administrator**

#### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Bachelor's degree in Criminal Justice, Business, Public Administration, or other related field (Master's degree is preferred) and a minimum of seven (7) years of experience in court administration, including a minimum of three (3) years supervisory experience; or equivalent combination of education and experience.

#### **Necessary Knowledge, Skills, and Abilities:**

- Knowledge of state law, accounting standards, administrative orders and directives, ethical obligations, local and internal policies, and other legal and operational standards applicable to the operations of a municipal court.
- Knowledge of the rules of procedure relevant to municipal court proceedings.
- Knowledge of legal concepts and terminology, especially in the area of criminal law.
- Knowledge of standards and practices for management of court operations, including case management, file management, and jury management.
- Knowledge of budget administration and financial management principles.
- Knowledge of management and leadership principles.
  
- Skill in analyzing the operations of a complex operation, identifying areas of weakness, and developing a strategic plan for improved performance.
- Skill in effective, organized, and grammatically-sound written communication.
- Skill in diffusing difficult situations and maintaining a professional demeanor at all times.
- Skill in using initiative and exercising independent judgment within established guidelines.
  
- Ability to establish and maintain professional working relationships with co-workers, citizens, and representatives of other city departments.
- Ability to read and understand rules, statutes, codes, pleadings, orders, case files, and various legal documents.
- Ability to research and compile data, and to prepare comprehensive statistical reports.
- Ability to prioritize and multitask.
- Ability to train, supervise, and evaluate the work of others.
- Ability to use computers, learning new systems, and utilize a case management system.
- Ability to understand and explain complex rules, regulations, and concepts.
- Ability to effectively speak in public and lead presentations.

**Special Requirements:** Must obtain certification for appointment as a Civil Traffic Hearing Officer, and will be required to complete annual training as mandated by the Arizona Committee on Judicial Education and Training (COJET).

**Physical Demands/Work Environment:** Administrative work is performed in a standard court or office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*