



SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

Chief Deputy Clerk of Superior Court

Job Code: J010

SUMMARY NATURE/PURPOSE OF WORK: Under policy direction, assists in the management, operations and functions of the office of the Clerk of Superior Court. Plans, assigns, coordinates and reviews work of division supervisors. Acts as and for the Clerk of Superior Court in Mohave County.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Criminal Justice, Business Administration, Public Administration, Management or closely related field **AND** four (4) years of relevant, progressively responsible court, law, business related experience that includes one (1) year of management and/or supervision **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of the principles and practices of public personnel administration, court administration, supervision, management and public budgeting.
- Knowledge of administration, budgeting, and program management.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of the principles of file and records management.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the legislative process.
- Knowledge of trends and practices in office, court and business operations.
- Ability to maintain confidentiality and work under pressure in a dynamic environment with changing program demands and priorities.
- Ability to problem solve and utilize good decision making skills.
- Ability to collect data, establish facts, and draw valid conclusions.
- Ability to represent the office of the clerk of superior court.
- Ability to communicate effectively verbally and in writing and to follow written and verbal instructions.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

JOB FUNCTIONS/DUTIES: *The following EXAMPLES OF DUTIES are NOT intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. The following provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

(continued on reverse side)



SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

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Job Code: J010

EXAMPLES OF DUTIES: Assists in the daily management, operations and functions of the office; coordinates court and staff resources and personnel; serves as working manager; oversees, manages and supervises activities of the office; takes appropriate action in handling emergency situations.

Participates in the full range of personnel management responsibilities, including but not limited to, hiring, interviewing, recommending and/or approval of new court staff. Identifies and implements new employee and on-going staff training programs; coordinates, prioritizes and assigns tasks and projects; tracks and reviews progress and process; monitors employee performance; conducts and/or reviews performance appraisals; recommends, undertakes and/or approves subsequent performance-related actions. Develops, reviews, approves, recommends and/or implements disciplinary actions.

Directs the development, implementation of office policies and programs; serves as customer relations liaison facilitating complaints and issues the public may have through Internet enhancement, self-service forms and media education; facilitates customer service training and staff development programs; Participates in the identification, review, assessment, evaluation and/or modifications of office strategic plans, policies and procedures; assists with the identification and monitoring of long and short range goals and objectives; generates strategies for future implementation; monitors performance measures.

Participates in the budget process; identifies and/or recommends staffing, equipment, facilities and related operational needs; assists with identifying funding requirements, funding sources, grant funding availability and related services. Participates in budget development, preparation and presentation. As authorized, reviews and approves expenditures, purchases and procurement; monitors budget allocations; monitors and reviews grant funded projects and programs.

Determines statutory compliance; recommends changes to protocols and processes. Represents the best interest of the Clerk's office on various local and statewide boards and committees; identifies potential impact of legislation on the Clerk's office operations; as authorized, develops training modules, programs and/or other related documents. Undertakes special projects as assigned or required. As required, performs work at the counter, in the office and/or in the courtroom.

Performs other functions as assigned.

ADDITIONAL REQUIREMENTS:

- Must possess and maintain a valid Arizona driver's license.
- May be exposed to potential physical harm and/or infectious diseases.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.
- Work is subject to various post or job-site assignments and may be subject to irregular work hours/schedules to include completion of work on holidays and weekends. Work may also require traveling.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural &/or manmade disasters, infectious disease outbreaks, & acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).