



# City of Tempe

## DEPUTY COURT ADMINISTRATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	400	<i>Department:</i>	Courts
<i>Supervision Level:</i>	Deputy 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
<i>Click <a href="#">here</a> for more job classification information including current salary range</i>			
<i>**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</i>			

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

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of management experience in the operation of a Court, including three (3) years at the supervisory level.
<i>Education:</i>	Bachelor's degree from an accredited College or University with major coursework in court administration, criminal justice, public administration or degree related to the core functions of this position is required. A master's degree and/or 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 stated mission and values. Plan, organize and supervise the non-judicial operations of the Court; perform a variety of complex tasks related to court administration to include court and financial services, case flow and records management, staffing and facilities; and provide responsible administrative support to the Court Administrator in areas such as policy development and implementation, regulatory compliance, budget administration, technology, court security and procurement.

## 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.

- Plan, organize and supervise the non-judicial activities of the Court; recommend and assist in the implementation of goals and objectives; establish schedules and work procedures for supervisory and clerical personnel; develop and implement policies and procedures.
- Plan, prioritize and supervise the work of non-judicial staff involved in court, customer and/or financial services areas of the court; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- Evaluate Court operations and activities; recommend improvements and modifications; prepare various reports on operations and activities including statistical reports of court cases; participate in strategic planning and program development.
- Monitor legislation, Court Rules, and other regulatory requirements for impacts on Court operations. Review policies and procedures, identify necessary updates, and implement operational changes in areas such as security, employee safety, technology, case flow and jury management, and facilities planning.
- Develop and manage special court projects.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budgeting; monitor and control expenditures.
- Provide information for and participate in Requests For Proposals (RFPs) and contract preparation; monitor contractor compliance with contractual services.
- Coordinate activities of the Court with other departments such as the police department, and external agencies as well as the media and the general public; prepare and deliver presentations; serve on various committees and boards as required to coordinate, share and improve resources.
- Serve as faculty for the Arizona Judicial Branch, City of Tempe and community agencies.
- Provide technical assistance to staff, groups and agencies.
- Respond to inquiries and complaints from customers, the public, and media; provide information on the policies, procedures and activities of the Court as required.
- Investigate and resolve complaints regarding the non-judicial operation of the Court; develop and implement operating methods to improve operational effectiveness and efficiency to provide quality Court services to customers and the public.
- Verify, approve and monitor preparation of requisitions and invoice billing.
- Review and approve payroll, attendance, overtime and compensatory records; pre-approve departmental overtime requests.
- 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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective April 1994*  
*Reviewed May 1997*  
*Revised November 2001 (Title change)*  
*Revised December 2001*  
*Revised November 2006*  
*Revised July 2010 (Title change)*  
*Revised July 2013 (Update education requirements: Bachelor's degree & 3 yrs of supervisory exp)*  
*Revised August 2017 (Update essential job functions and job duties)*