



City of Tempe

COURT SERVICES SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	234	<i>Department:</i>	Courts
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Court Services Supervisor
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives direction from the Deputy Court Administrator, Court Administrator or Presiding Judge.
Exercises direct supervision over line-level, paraprofessional, technical and temporary court personnel.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of clerical and administrative experience including two (2) years in a court, criminal justice agency, or legal setting. One (1) year of supervisory or lead responsibility is preferred.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university with major course work in court administration, criminal justice, public administration or degree related to the core functions of this position.
<i>License / Certification:</i>	Successful completion or required to complete within four (4) years of hire, core classes from the Institute of Court Management.

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.
To actively support and uphold the Court’s and City’s stated mission while complying with the Arizona Code of Conduct for Judicial Employees. Plan, organize and supervise court operations; and perform a variety of technical tasks relative to any assigned area of responsibility.

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.

- Working knowledge of civil and criminal court operations, administrative and financial operations as it relates to the Court. Provide direct supervision to all areas as needed and rotate teams as required.
- Maintain awareness of changes in legislation, statutes and Superior Court and Supreme Court administrative orders that impact court requirements. Incorporate those changes into existing processes.
- Participate and lead technical projects with IT representatives to include project plan discussion, design and implementation. Assume project lead or subject matter expert role requiring extensive knowledge of court requirements, legal mandates and user needs. Convey and analyze the pros and cons of suggested implementation.
- Assist in writing or conveying technical specifications to IT representatives to enhance or modify application system.
- Plan, prioritize, assign, supervise and review the work of staff involved in processing payments, posting bonds, setting up community restitution, balancing cash registers, prepare deposits, screen financial applications and set up defendants on payment plans when appropriate.
- Participate in Themis system enhancement testing, update appropriate written procedures accordingly and publish those procedures court-wide and on SharePoint.
- Write requests for proposals (RFPs) and participate in RFP committees.
- Analyze data and prepare reports as required for internal and external customers. Prepare various reports on operations and activities including, but not limited to, statistical reports on court operations for the Arizona Supreme Court, Department of Revenue, Department of Motor Vehicle, Police Departments, Department of Public Safety, public and media requests.
- Coordinate activities of the Court with the Police Department, Prosecutor's Office, Social Services Department, Accounting Department, Information Technology Department, Motor Vehicle Department, Defensive Driving Schools, Maricopa County Sheriff's Office, Department of Public Safety, Department of Revenue, Jury Commission, Administrative Office of the Courts and other agencies.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budgeting; monitor and control expenditures; monitor grant funded expenditures, Court Enhancement Fund and Fill the Gap funds; prepare the monthly state remittance report and quarterly revenue survey.
- Serves as custodian of City-issued procurement cards for the Court.
- Responsible for daily cash out and register reconciliation, journal entries, safe code changes, updating fine and fee codes, and reviewing and approving refunds or payments of bonds, overpayments, and restitution.
- Responsible for monthly auditing of the bond reconciliation report and reconciliation of the collection accounts.
- Prepare accounting journal entries to record fund allocations.
- Develop and monitor procedures to ensure compliance with established Minimum Accounting Standards and City standards regarding cash handling and cash collection.
- Perform routine audits to ensure compliance with all standards set forth by the Arizona Supreme Court and City of Tempe. Complete an annual minimum accounting standards (MAS) checklist to ensure compliance with MAS.
- Work directly with collection agency vendors and prepare statistical analysis on agency performance.
- Prepare payroll and records of attendance, overtime and compensatory time.

- Monitor, prepare and delegate preparation of requisitions and billing; monitor supply inventory; order supplies as needed.
- Develop, implement and maintain a system to regularly monitor court contracts, agreements and leases.
- Process in-house repair orders; supervise the verification, extending and posting of invoices to proper accounts.
- Participate in the selection of personnel; provide and manage employee training; work with employees to correct performance deficiencies; implement disciplinary procedures.
- Train internal and external employees such as police department, public defenders, risk management and accounting department on Court policies, procedures and expectations.
- Recommend and assist in the implementation of goals and objectives; establish schedules and assignments for court personnel; create, revise and implement policies and procedures.
- Evaluate operations and activities of assigned areas of responsibility; recommend improvements and modifications.
- Review and monitor work for accuracy; document work performance of personnel; conduct quarterly one-on-one's with employees, evaluate work performance and write and administer developmental goals.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Serve as a member of the court management team and facilitate management meetings. Prepare agenda and conduct team meetings.
- Respond to public inquiries and provide information to the public regarding the policies and procedures of the court; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Research and analyze business issues by evaluating workflow, interviewing employees or investigating work practices in other agencies.
- Develop, implement and maintain statistical records and reports concerning workload, personnel and budget.
- Prepare Requests for Council Action (RFCA), memos and reports pertaining to Council business; prepare and assemble reports and other materials for distribution to the Council.
- Responsible for city and state violation modifications on bond schedules and the distribution to other agencies.
- Plan and prioritize work involved in providing assistance to the Presiding Judge, Court Administrator and Deputy Court Administrators; assist in other daily functions of Presiding Judge and Court Administrator offices as assigned.
- Serve as the liaison between the Presiding Judge and internal and external individuals and organizations as necessary.
- Assigned special projects with high degree of complexity requiring research, analysis, recommendation and presentation skills.
- Complete Committee on Judicial Education and Training (COJET) hours as required by the Arizona Supreme Court.
- Provide pro-active performance planning utilizing performance management tools.
- 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

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective November 1988

Revised May 1998

Revised July 2001 (Unclassified, Exempt Status, Education from high school to Assoc Degree)

Revised November 2007

Revised June 2008 (job duties)

Revised July 2010 (reporting structure - Court Mgr/Dep Court Mgr title change to Court Admin/Deputy Court Admin)

Revised Nov 2010 (removed optional driver's license statement)

Revised Sept 2013 (update purpose, reporting structure and essential functions)

Revised May 2014 (update minimum qualifications and experience)

Revised March 2016 (update minimum qualifications and experience)