**Court Administrator III (Court Services Manager)**

*Pinal County Superior Court in Florence, AZ*

*Salary: $ 58,139.64*

*Closing: Open until filled (preference will be given to those who apply before 10/31/2014)*

**DUTIES/RESPONSIBILITES:**

* Leads/manages Court Services Division to assist/support Pinal County Judicial Branch in areas of Limited Jurisdiction Court Administration, case management, interpreting/translation services, law library, “specialty courts”, and customer services;
* “Coordination/oversight/implementation of AZTEC case management system (CMS) in Limited Jurisdiction Courts).
* Serves as member of Administrative Director’s Management Team;
* Consults w/Presiding Justice of the Peace, Limited Jurisdiction Judges, and Court Staff on Justice Court and Municipal Court matters;
* Serves as Limited Jurisdiction Courts administrative liaison to Presiding Judge and Administrative Director;
* Develops and implements long-range planning and strategic initiatives, including participation in technology goals/projects;
* Staffs and supports Limited Jurisdiction Court meetings;
* Develops and implements Court operations policies and procedures;
* Manages and directs case processing/calendaring, statistics, interpreting, and law library/self-service center functions and activities;
* Participates in selection, supervision and/or evaluation of division staff;
* Provides administrative support for Drug Court, DV court, Mental Health/Veteran’s Court programs/services;
* Assists in coordinating, prioritizing and assigning court tasks and projects;
* Administers federal/state grant-funded projects/programs;
* Develops standards/guidelines for improved financial accounting/recording-keeping processes and systems;
* Determines compliance w/state and local mandates/requirements;
* Compiles and evaluates statistical data relating to the efficiency/effectiveness of court operations;
* Ensures court compliance with federal/state/local laws, rules, mandates, and procedures;
* Makes recommendations for improved court/staff performance and develops performance measures;
* Interprets and analyzes new legislation to determine impacts on court policies and procedures;
* Oversees management of manual/electronic court management systems (CMS) and records;
* Ensures compliance with contractual obligations/agreements;
* Represents Pinal County Judicial Branch with other courts, elected/appointed officials, external agencies, attorneys, and public;
* Manages special projects as assigned.

**PREFERRED QUALIFICATIONS:**

BA Degree in Business, Public or Judicial Administration or a closely related field; Masters’ Degree in Judicial Administration/Court Management or related field is preferred.  Experience is 3 years related work experience, including two (2) years in a supervisory and administrative capacity; or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of the position.

For details on our benefits or to apply for the position:

[**https://www.pinaljobs.com/applicants/jsp/shared/Welcome\_css.jsp**](https://www.pinaljobs.com/applicants/jsp/shared/Welcome_css.jsp)

**Contact Info:**

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**Human Resources Specialist**

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