



**COCONINO COUNTY**  
invites applications for the position of:  
**Case Flow Manager:  
Superior Court (0616)**

An Equal Opportunity Employer

**SALARY:** Annually: \$49,478.00 - \$56,899.00

**OPENING DATE:** 06/15/16

**CLOSING DATE:** 07/01/16 05:00 PM

**NATURE OF WORK:** Under general supervision performs work of considerable difficulty in directing and managing court calendaring / case flow management activities; performs related work as assigned.

Caseflow Managers facilitate caseflow management by understanding the purpose of the court, the organization of the court system, litigation processes for all basic case types, the dynamics of litigation, the motivation of attorneys and, finally, litigating and disposing of cases.

**TYPICAL DUTIES:** (Illustrative only)

- Manages the calendaring activities of the Superior Court
- Ensures the timely processing of civil and criminal cases throughout the court system
- Ensures compliance with relevant statutes, rules, and policies
- Coordinates with judges, attorneys, administrators, and related agencies
- Recommends and implements changes in rules, policies, and procedures as appropriate
- Develops and maintains statistical data used to analyze caseload
- Prepares and maintains complex reports and records
- Acts as liaison with the Clerk of Superior Court's office to ensure uniform docket entries and to improve the overall quality and accuracy of court records and case management procedures

Essential functions of this position include: walking; sitting; working with interruptions; repetitive motion (hand, wrist, elbow and shoulder) for telephone, typing filing etc.; vision acuity (near and far) for writing, typing and dealing with staff and the public; hearing and speech for ordinary conversation; finger dexterity for typing, writing, filing etc.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in public administration, judicial administration, or related field and three years of experience in a field relevant to the position; OR, any combination of education, training, and experience that demonstrates the ability to perform the duties of the position.

This position is exempt from overtime.

Note: Individuals in exempt classifications as part time employees may be

classified as non-exempt per FLSA law regarding minimum weekly salary requirements.

**The ideal candidate** will have a good working relationship with the judges and staff, Clerk of the Court, and other participants of the court system, and that they work as a team to promote action throughout the court and the justice community as to how caseflow management contributes to the system.

**NOTE:** The salary listed is hiring range. The full salary is \$49,478 - \$72,261 annual equivalent.

**KNOWLEDGE,  
SKILLS AND  
ABILITIES:**

- Considerable knowledge of:
  - Laws, rules, and policies relating to case flow management
  - Principles and practices of criminal justice administration
  - Court organizations, functions, and services
  - Automated case flow management and calendaring applications
- Working knowledge of:
  - Governmental budgeting and personnel administration
  - Research methods and statistical analysis
- Skill in:
  - Analyzing complex data and recommending appropriate systemic improvements
  - The use of automated office management systems, including word processing and spreadsheet software
- Ability to:
  - Address public gatherings and professional groups
  - Work safely and support the culture of workplace safety
  - Establish and maintain effective working relationships with employees other agencies and the public
  - Follow written and verbal instructions
  - Communicate effectively verbally and in writing

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconino.az.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

420 N. San Francisco Street

Flagstaff, AZ 86001

Tel: 928-679-7100

Fax: 928-679-7101

[recruiter@coconino.az.gov](mailto:recruiter@coconino.az.gov)

Job #0801635  
CASE FLOW MANAGER: SUPERIOR COURT (0616)

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### **Case Flow Manager: Superior Court (0616) Supplemental Questionnaire**

- \* 1. Bachelor's degree in public administration, judicial administration, or related field and three years of experience in a field relevant to the position? If so, please be certain it is indicated on your application.

Yes  No

- \* 2. Please describe your experience with court caseflow management.
  
- \* 3. Please describe your court management experience.
  
- 4. Please describe your experience working with statistics.
  
- \* 5. Please describe your knowledge and/or experience working with report writing software.
  
- \* 6. Please describe your knowledge and/or working with automated court case management systems.
  
  
- \* Required Question

