

New Employee Orientation Outline – Suggested Guide

1) The Arizona judiciary, including the structure and function of each court;

- a. Arizona Courts <http://www.azcourts.gov/AZ-Courts>
- b. Overview of the Administrative Office of the Courts
<http://www.azcourts.gov/CourtAdminAOC.aspx>
- c. Arizona Judicial Council <http://www.azcourts.gov/ajc/>
- d. Wendell - <http://ajinweb/wendell/>

2) Current issues in the court;

- a. Administrative Office of the Courts (AOC) committees <http://www.azcourts.gov/ajc/>

3) Effective communication skills for court employees;

- a. Legal Information v. Legal advice
- b. <http://ajinweb/wendell/LALA/index.html>
- c. Effective Communication Skills – Run time 21 Minutes, 3 Seconds.
<http://www.azcourts.gov/educationservices/COJETClassroom/VideoCenter/NewEmployeeOrientationVideos.aspx>
- d. Upholding the Public's Trust and Confidence
<http://www.azcourts.gov/educationservices/COJETClassroom/VideoCenter/NewEmployeeOrientationVideos.aspx>
- e. Code of Conduct for Judicial Employees
<http://www.azcourts.gov/educationservices/COJET-Classroom/Curriculum-on-the-Web>
<http://www.azcourts.gov/portals/22/admorder/orders10/2010-13.pdf>
- f. A Question of Ethics <https://azsc.server.tracorp.com>

4) Judicial Education;

- a. COJET Standards & Requirements
<http://www.azcourts.gov/educationservices/Home.aspx>
- b. Education Services Training Calendar
<http://www.azcourts.gov/educationservices/Calendar.aspx>
- c. Human Resources Training & Development
<http://ajinweb/hr/training/AOC%20Library%20Resources.htm>
- d. Just in Time Learning
<http://www.azcourts.gov/educationservices/COJETClassroom/JustinTimeLearning.aspx>
- e. Arizona Court Association (ACA)
- f. <http://www.arizonacourtsassociation.org/>

5) Language Access;

- a. AO#2011-96 that requires creation of Language Access Plan
<http://www.azcourts.gov/Portals/22/admorder/Orders11/2011-96.pdf>
- b. Link to AOC Interpreter Resources Website
<http://www.azcourts.gov/interpreter/>

6) ITD responsibilities;

- a. 2017_CyberSecurity Update: Ransomware and Other Baited Hooks
<https://azsc.server.tracorp.com>
- b. **2016 Leveling Up: A Comprehensive Cyber Security Approach for Courts**<https://azsc.server.tracorp.com>
- c. Don't Be The Weakest Link!
http://supremestateaz.granicus.com/MediaPlayer.php?publish_id=4f36e645-d0f4-1031-b956-2fc23debe4b6
- d. Improving Your Cyber Hygiene
http://supremestateaz.granicus.com/MediaPlayer.php?publish_id=467976b9-5e65-11e5-ab53-00219ba2f017
- e. Cyber Security
http://supremestateaz.granicus.com/MediaPlayer.php?publish_id=467976b9-5e65-11e5-ab53-00219ba2f017