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**Development of a Judicial Personnel System and  
Job Classification and Salary Plan for the  
Superior Court in Mohave County, Arizona**

**Institute for Court Management  
Court Executive Development Program  
Phase III Project  
May 1996**

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## **ACKNOWLEDGMENTS**

I wish to thank Gary R. Pope, Presiding Judge of the Superior Court in Mohave County, for allowing me to participate in the Institute for Court Management (ICM) Court Executive Development Program (CEDP) this past year. His support and assistance during this program was instrumental in completing this project which is intended to further court reform efforts in our county. Judge Pope's vision to achieve the first administratively integrated court system in Arizona is the inspiration for this endeavor.

My Administrative Assistant, Malibu Harshman, should also be acknowledged for spending many hours preparing and re-formatting this document. Her dedication and willingness to revise the "latest" draft without complaint ensured the highest quality work product.

Finally, I would like to express appreciation to my wife, Cheryl, for giving me the opportunity to further my professional career pursuits through this effort. The completion of this project would not have been possible without her constant love, understanding and encouragement.

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ABSTRACT

## **ABSTRACT**

This project focuses on developing a Judicial Personnel System and Job Classification and Salary Plan for the Superior Court in Mohave County, Arizona. This initiative will improve personnel practices and procedures by providing a model for personnel administration in the court.

Project objectives include: (1) establishment of a personnel system that is based on merit principles; (2) preparation of job descriptions which define position functions; duties; work contacts and conditions; necessary knowledge, skills and abilities; and acceptable experience and training; and (3) development of a job classification plan which assigns each position to a specific class and pay range.

This project was completed upon review of the Arizona Supreme Court Model Personnel System, Mohave County Merit Rules, and court personnel systems in other states. Several management reports prepared by staff from the National Center for State Courts were also considered for possible application in this proposed model.

The superior court personnel management needs will be met upon full implementation of this report. Administrative incentives, however, are needed to encourage support for and adoption of this plan and overcome interests to maintain executive branch authority and control over personnel functions. It is recommended that the Presiding Judge appoint an implementation committee to evaluate this personnel system, develop strategies for the change, and identify and oversee a project implementation plan to achieve this goal.



## INTRODUCTION

In April 1993, the Presiding Judge of the Superior Court in Mohave County approved a document entitled "A Strategic Plan to Address the Mohave County Court System's Structural, Financial, Personnel, Facility and Automation Needs." This strategic plan identified existing court practices and procedures in these areas, determined related administrative problems and concerns, and defined specific proposals to address these needs. This plan was intended to assist the judiciary in more effectively meeting these administrative issues and moving toward an integrated judicial department in Mohave County as required in Article 6, §1 of the Arizona Constitution.

In an effort to fulfill this administrative mandate and promote more efficient administration in all Mohave County courts, the strategic plan recommended the following:

- Centralized Management and Administration.
- Consolidation of Justice and Municipal Courts.
- Establishment of Clear Lines of Authority Under the Presiding Judge.
- Establishment of a Consolidated Judicial Branch Budget.
- Establishment of a Merit Plan with a Uniform System of Position Classification and Levels of Compensation.
- Decentralized Superior Court Operations and Services.
- Construction of Facilities Based on Existing Court Facility and Space Guidelines.
- Establishment of a Countywide Automated "UNIX-Based" Information Network.

Significant progress has been made in the superior court in each of these areas except for the Merit Plan proposal which is the focus of this project.

The Superior Court in Mohave County has traditionally relied on the Mohave County Personnel and Risk Management Department to coordinate and oversee personnel-related matters including employee recruitment, employee orientation, job classification and compensation, employee evaluation criteria, benefits, affirmative action and equal opportunity requirements, and grievance policies and procedures. The executive branch has supported superior court personnel functions and needs in an effort to ensure adequate organizational and staff support and minimize duplication of personnel-related services throughout Mohave County.

The Mohave County Personnel and Risk Management Department has generally met these needs despite differences in executive and judicial branch roles and perceptions of personnel administration needs. Issues have occurred, however, when judicial branch officials have been restricted from taking action in personnel-related matters which are inconsistent with the existing Mohave County Merit Rules. This "separation of powers" conflict has occurred in the past within the superior court most often during disciplinary and/or termination actions. Despite potential concerns related to these issues, superior court division heads have attempted to work through these situations as they occur and supervise staff in the most effective manner possible under the current system.

As the Superior Court in Mohave County has experienced new demands due to population growth, increased caseloads, Arizona Supreme Court directives and

initiatives, more complex legal and administrative needs, and increased public needs for improved access and services, the ability to oversee personnel administration functions apart from executive branch control has become more pronounced in addressing these issues. Since superior court division heads may be more aware of personnel needs and service requirements than executive branch personnel department staff, it is reasonable to expect the superior court to become more responsible in meeting these issues apart from other executive branch entities. As an independent branch of government, the court system should be positioned and administered to function properly as originally intended as specified in the Arizona Constitution.

The establishment of a separate judicial personnel system is needed in the Superior Court in Mohave County for the following reasons:

1. The existence of a judicial branch merit plan is a basic recognition of judicial independence and the separation of powers doctrine which exists in our democratic form of government. The superior court cannot be fully independent administratively until such time that it has authority over personnel administration.
2. The authority to control the classification, qualifications, and salaries of employees is important in effectively managing and supervising the superior court. The superior court should be able to make human resource decisions based upon appropriate job classifications and determine who should be hired, the process by which they are hired, and the amount they should be paid based upon existing resources. This suggested administrative structure already exists in the federal court system, several state court systems, and other Arizona counties including Maricopa, Pima, Coconino, Cochise, Gila, Pinal and Yuma.
3. Several superior court positions are not comparable to current positions in the executive branch due to the unique educational and professional experience, skills, and abilities needed to perform these jobs. These

positions include Court Administrator, Court Reporter, Alternative Dispute Resolution Coordinator, Court Collections Officer, Law Librarian, CASA Coordinator, etc. By requiring that superior court positions be comparable in qualifications and pay to executive branch positions, the ability to secure persons with specialized skills needed for unique jobs is adversely impacted.

4. In an effort to improve professionalism and expertise among superior court employees, division heads should be responsible for developing and coordinating employee orientation and education and training programs. These programs should be designed to address particular needs within the court, provide specialized training as appropriate, and meet Arizona Supreme Court Council on Judicial Education and Training (COJET) requirements. In most cases, court division heads are more aware of specific education and training needs for superior court employees than the Mohave County Personnel and Risk Management Department as these issues are more apparent within the court environment.
5. Current salaries of superior court staff are non-uniform in other Arizona counties despite the fact that many court employees perform the same general functions. Compensation inequities for like positions have resulted in morale problems among some employees in the superior court.
6. By forcing superior court employees to comply with the executive branch merit plan, legislative intent in appropriating funds to the judiciary has been frustrated. The superior court is commonly expected to compete with the executive branch for funds allocated for personnel expenses.
7. The practice of using the same personnel merit plan for superior court personnel as that which was developed for executive branch employees is contrary to the concept of administrative independence of the judiciary. Utilizing the executive branch merit plan inevitably results in the superior court being treated as an executive branch department in personnel matters. The superior court has become excessively dependent on the executive branch for essential administrative support including personnel functions.
8. The protection presumably afforded superior court employees under an executive branch merit plan is illusory since sanctions instituted for violations of merit system rules ultimately apply only to employees subject to executive branch authority and powers. In essence, all superior court employees with the exception of elected personnel may already serve at

the pleasure of the judiciary absent a judicial branch merit system.

9. The superior court division heads have no control over "court business" and therefore should be able to act freely and responsibly as appropriate in addressing resource needs pursuant to these demands. The judiciary's inherent powers to mandate funding ultimately allows the superior court to meet personnel needs as appropriate, however, such drastic measures have not been instituted in recent years. By implementing a separate superior court personnel system, division heads can make better use of existing resources since they would assume responsibility for managing personnel in the most cost-effective manner possible and allocating staff among divisions as needed.
10. Since staff of the Mohave County Board of Supervisors are not currently protected by the executive branch merit plan, it seems reasonable to allow the superior court to adopt merit rules to manage their personnel functions in a similar manner. Inequities exist if the legislative branch is free to oversee their personnel apart from executive branch policies and procedures but the superior court must adhere to the existing county personnel system.
11. The rationale for placing control over personnel management and other administrative functions in the superior court is a recurring theme in judicial administration literature. This need is included in the American Bar Association Standards Relating to Court Organization, the American Bar Association Commission on Standards of Judicial Administration, and the National Advisory Commission on Criminal Justice Standards and Goals. These standards emphasized that this proposed administrative reform contributes toward increased professionalism in the courts.
12. The Arizona Supreme Court "futures" initiative, the Commission on the Courts, encouraged the establishment of a separate judicial branch merit plan for non-judicial court staff. In the "Report of the Task Force on Court Organization and Administration" dated April 1989, the following is specified:

"For effective operation, the judicial branch should have the ability to select and retain personnel without influence from the other branches of government, except for the appropriate budgetary responsibilities of the funding bodies. The establishment of a personnel merit system that is properly maintained provides the framework for sound personnel

administration, both on a state and trial court level,  
and preserves the integrity of the judiciary.”<sup>1</sup>

The goal of this project is to meet court personnel needs in Mohave County through the following objectives: (1) establishment of a personnel system that is based on merit principles; (2) preparation of job descriptions which define position functions; duties; work contacts and conditions; necessary knowledge, skills, and abilities; and acceptable experience and training; and (3) development of a job classification plan which assigns each position a specific pay range. The financial impact of implementing the classification and salary plan will also be determined as part of this project.

This project focuses on achieving these objectives through development of specific work products. These work products are included in this document as Appendices 1 through 5 respectively. The rest of this document provides an overview of past initiatives to develop judicial branch merit systems throughout the United States, the process that was undertaken to complete the Mohave County Judicial Personnel System and Job Classification and Salary Plan, some thoughts on what was learned and/or confirmed in this regard, and issues to address to ensure effective implementation of these proposals.



## LITERATURE REVIEW

There has been considerable work done on the establishment and evaluation of judicial branch personnel systems throughout the United States. Many of these efforts have been undertaken as consulting projects to improve personnel practices and procedures in existing court systems. One of the first efforts to address this issue was in 1973 when the National Advisory Commission on Criminal Justice Standards and Goals issued the "Report on Courts". This report was a comprehensive effort to address court problems by modifying the structure and organization of courts. In Standard 9.2, it defined the role of presiding judges in administering the trial courts as follows:

"The presiding judge should have control over recruitment, removal, compensation, and training of non-judicial employees of the court. He should prepare and submit to the court for approval rules and regulations governing personnel matters to insure that employees are recruited, selected, promoted, disciplined, removed, and retired appropriately."<sup>2</sup>

At that time court systems were beginning to evolve administratively with an increased interest in the potential use of "professional" business practices in the courts and development of various training and education programs for trial court administrators.

In 1974, the American Bar Association Commission on Standards of Judicial Administration published the "Standards Relating to Court Organization". These standards had at their point of origin the "Vanderbilt-Parker" guidelines on judicial administration that were adopted by the American Bar Association in 1938.<sup>3</sup> The role of non-judicial personnel in courts was addressed in Standard 1.42 as follows:

Non-judicial personnel of the court system . . . . should be selected, supervised, retained and promoted by the court system, in accordance with regulations adopted pursuant to Section 1.32. These regulations should provide for:

- (i) A uniform system of position classification and levels of compensation;
- (ii) A system of open and competitive application, examination, and appointment of new employees that reflects the special requirements of each type of position in regard to education, professional certification, experience, proficiency, and performance of confidential functions;
- (iii) Uniform procedures for making periodic evaluation of employee performance and decisions concerning retention and promotion;
- (iv) Requirements that discipline or discharge be based on good cause and be subject to appropriate review; and
- (v) Compatibility, so far as possible, with the employment system in the executive department.

The Standard further stated that:

“Regulations governing non-judicial employees of the court system should reflect the differences in duties and responsibilities of various types of non-judicial personnel including administrative personnel, professional personnel, confidential employees, and technical and clerical employees.”<sup>4</sup>

Standard 1.43 addressed compensation and retirement of non-judicial personnel as follows:

“Levels of compensation for non-judicial personnel should be sufficient to attract and retain highly competent staff. The level of compensation of the executive director of the administrative office should not be less than that of a judge of the trial court of general jurisdiction. The compensation levels for other administrative personnel should be

established proportionately.”<sup>5</sup>

In the mid 1970's, an increased emphasis was placed on using Law Enforcement Assistance Administration (LEAA) funds from the United States Department of Justice to address justice-related needs. One of the first court personnel-related projects using these funds was “A Review of a Proposed Personnel Merit System in the Municipal Court in Akron, Ohio” published in August 1979. This project was undertaken by the American University Law Institute as part of the Criminal Courts Technical Assistance Project. Frank Dosal of the National Center for State Courts and Gerald Kuban, a private personnel consultant, were assigned to provide the requested assistance. The consultants focused their review on the following issues:

- The personnel organizational structure of the court including personnel policies, classifications, and decision flow.
- Position descriptions.
- Salary plan and implementation schedule.
- Employee performance appraisal process.
- Cost projections.
- Proposed means of maintaining the salary plan.
- Training needs and recommendations for addressing them.

This focus was later expanded when the consultants determined that the proposed personnel plan was the focal point of a more serious management problem in the court (i.e. the role of the Court Executive Officer in administering the court).

Problems noted by the consultants included an overly complex employee performance

appraisal process, deficiencies in proposed job classifications, the need for experience equivalencies to supplement job descriptions, a limited application of the proposed personnel plan, salary plan inequities, and the failure to establish a clear role for the Court Executive Officer over personnel matters.<sup>6</sup>

In May 1978, Francis Dosal prepared "A Review of the Manual of Personnel Policies for the Judiciary of the State of Delaware: Comments and Suggestions." This project was supported by another LEAA grant under the Omnibus Crime Control and Safe Streets Act of 1968. This initiative was part of the Equal Employment Opportunity in the Courts Project and proposed modifications to a new personnel system for the State Court Administrator's Office in Wilmington, Delaware. These recommendations included establishing a personnel director position directly accountable to the Chief Justice and State Court Administrator, identifying terms of Personnel Board members, promulgating personnel policies by Supreme Court rule, authorizing the Chief Justice to approve all personnel actions as opposed to only "key" positions, designating the State Court Administrator as the final arbitrator of grievances, reducing the length of probationary periods from one year to six months, and distinguishing appeals from grievances.<sup>7</sup>

In June 1979, the "Court Personnel Position Description Collection" was prepared by Christina P. Clark and Dixie K. Knoebel as part of the on-going Criminal Courts Technical Assistance Project. This collection was an expandable indexed compilation of several hundred position descriptions from state and local courts and state court administrator offices and consisted of three volumes. Volume I was a

collection of local and regional court administrative positions; Volume II focused on appellate court and AOC position descriptions; and Volume III was an index. This project was an attempt to establish a more precise identification of position titles and descriptions that could be utilized by courts in a uniform manner.<sup>8</sup>

In the same year, Harry O. Lawson, H. R. Ackerman, Jr., and Donald E. Fuller completed the first hardcover text that fully addressed personnel management in the courts. This book detailed the broad range of personnel management tools and the problems and processes unique to courts and judicial systems. It also suggested a framework for understanding the theory and objectives of court personnel systems for practitioners. Specific areas covered included the need for personnel management in the courts, positions classification, employee recruitment, compensation and benefits, retention and promotion, training, discipline, effective administration of court personnel systems, and collective bargaining.<sup>9</sup>

In 1980, the National Center for State Courts undertook a fully comprehensive technical assistance project to develop classification and salary plans for a statewide trial court system. This project was requested by the Arizona Supreme Court in conjunction with a legislative need to determine operating costs and revenue of the superior court and justice of the peace courts to review implications of state financing of the trial courts. It resulted in a report entitled "Arizona Superior Courts: Proposed Classification and Salary Plans" which recommended the establishment of 116 job classifications and specifications for each class. A job description was prepared for each classification which included the class title, definition/work setting, distinguishing

characteristics, examples of work performed, and minimum training and experience. A salary survey of all employees was conducted and salary ranges for comparable classes in Maricopa, Pima and the Arizona personnel systems were collected and analyzed. Based upon this information, proposed salary ranges were tentatively established for each class and a class distribution matrix showing pay ranges of each class was developed. The proposed salary plan allocated the 116 position classes to thirty-one salary grades, each with a specific pay range.

Additional planning issues included finalizing the salary schedule, converting salaries, drafting specific rules for administration of the classification and pay plans, determining the degree of administrative control, updating superior court personnel information, using central personnel staff to monitor implementation, utilization of necessary salary freezes, establishing a process to handle classification appeals, and possible inclusion of appellate court personnel into the statewide personnel system.<sup>10</sup>

In December 1980, Gerald Kuban and Randy Wolfe, having been appointed as NCSC staff, completed "An Analysis of Personnel Classification, Organizational Structure, and Financial Record Keeping Practices of the Circuit Court of Eau Claire County, Wisconsin". This technical assistance project was part of the State Court Financing Project having been requested by Robert Frye, Court Administrator, and Eleanor Barrett, the Clerk of the Circuit Court. This study found that despite the adequacy of current job classification levels, more specific job descriptions were needed due to the developing supervisory roles of key personnel. It was also determined that salary spreads between positions were needed to recognize

differences in classification levels and related responsibilities as reflected in the pay plan.<sup>11</sup>

In 1981, several important court personnel projects were completed. One project involved a request for the NCSC Western Region Office to evaluate the suitability of a personnel system proposed for the Utah State Court System by the Utah Intergovernmental Personnel Agency (UIPA). The State Court Administrator wanted to ensure that the system provided for the equitable treatment of state-funded court positions, allowed for future inclusion of county-funded trial court positions, and established a comprehensive judicial personnel system independent of the executive branch of government.

As part of this project, Sue K. Dosal and Robert W. Page, Jr. prepared two documents to meet this need. These documents were entitled "Evaluation of Personnel Policies and Procedures, Performance Planning and Evaluation, Job Analysis and Instructions and Summaries, and Courts Personnel Officer Position Paper - Utah State Court Personnel System" and "Classification and Salary Plan Evaluation - Utah State Court Personnel System". The first report recommended several modifications to the personnel system proposed by UIPA staff including appointment and evaluation of a personnel officer by the State Court Administrator, establishment of decentralized personnel rules administered at the operating level consistent with judicial branch policies and procedures, compilation of personnel policies and procedures based on the administrative framework within which they were intended to operate, promotion of employees from within, increased flexibility in filling vacancies, avoidance of written

examinations, adoption of a training and experience rating program, elimination of the requirement that local appointing authorities develop a hiring plan, periodic review of class specifications, participation in a court salary survey apart from the executive branch survey, increased flexibility in salary advancement actions above midpoint, clear definitions of "grievable" and "appealable" actions, revision to proposed definitions, and elimination of point systems to evaluate employee performance. Project staff summarized these recommendations as follows:

"It is our view that the personnel management is an integral and inseparable part of general management. Personnel management is the support function which implements the operating policies established by the judicial branch. As such, it cannot be removed without severely restricting the ability of the judicial branch to manage its programs."<sup>12</sup>

The companion report focused on the proposed classification plan and recommended consolidating and to some extent "generalizing" classes. In addition, the consultants identified several issues related to the adoption of a revised salary plan including the validity of the salary survey, the advantages of compensation surveys as opposed to straight salary surveys, accuracy of comparable classes in surveyed organizations, comparability of organizations and settings, definitions of a "work week", accuracy of salary information, the organization's experience with their personnel system, and use of averaging salary averages to determine salary pay ranges for certain court classes.<sup>13</sup>

Another project completed in 1981 by NCSC staff was the "Recommended Personnel System for the North Dakota District Courts". Gerald B. Kuban prepared this

report which was similar in scope to the Arizona project conducted in 1980. Like the Arizona initiative, this project was requested by the State Court Administrator to assist in a transition from county to state funding of the courts. This request specifically involved the performance of a position classification and pay study of district court jobs in order to develop a statewide personnel administration plan.<sup>14</sup>

In 1981, Arthur M. Mason, Chief Administrative Justice of the Trial Court for the Commonwealth of Massachusetts, adopted the "Personnel Policies and Procedures Manual" which promulgated standards for court personnel administration. These standards provided modifications to existing administrative policy to include reducing the time needed to fill vacancies by eliminating required notices of intent, adopting standards of employee conduct, formulating procedures to initiate disciplinary actions, and utilizing standard forms for hiring and other personnel actions.<sup>15</sup>

In September 1991, Robert W. Tobin finalized a report entitled "The Transition to State Financing of the Courts: The Implications for Financial and Personnel Management". This publication summarized the experience obtained by NCSC staff during the State Court Financing Project. Although it focused on personnel management considerations for courts that transition from locally-funded court systems to state-funded court systems, many principles apply to courts which desire to establish personnel systems apart from executive branch merit rules. Mr. Tobin defined seven major tasks that need to be completed to integrate trial court employees into a uniform classification and pay plan. These tasks included the following:

1. Determination of the scope of the personnel system in

relation to the existing executive branch.

2. Establishment of a personnel database that includes background data on each employee, basic job functions, job interrelationships, and issues which influence job classifications and pay.
3. Development of a structure that involves job classifications and descriptions, relationships of current positions to new job classes, a compensation schedule and related grade and step issues, job classifications for individual employees, procedures for classification appeals, procedures to revise and approve job classifications, and incorporation of the pay plan with the budget process through interactions with other government branches.
4. Development of an in-house capability to operate the new system.
5. Determination of policy decisions based on the defined relationship with executive branch personnel systems, use of regional wage differentials, coverage of non-state grant funded positions, non-discrimination policies, application of tenure and merit concepts, and basic merit system issues.
6. Enactment of personnel management rules.
7. Preparation of manuals and training sessions for the benefit of all persons affected by the personnel rules.<sup>16</sup>

In October 1985, Gerald B. Kuban, Donald E. Hardenbaugh, Martha M. Parrish, and Thomas G. Dibble conducted an extensive non-judicial personnel study upon request of the Oklahoma Supreme Court. In a report entitled "Non-Judicial Personnel Study Oklahoma Court System: Volume I", project staff focused on the following objectives:

- To conduct an inventory of non-judicial personnel, survey and analyze job duties, create job classifications, and establish a uniform, statewide job classification and pay plan.
- To assess staffing needs of all district court locations, as well as the Supreme Court, Court of Appeals, and Administrative Office of the Courts.
- To identify personnel salary expenditures by funding source and determine the cost of implementing the recommendations associated with a uniform classification and pay plan and optimum staffing levels.

Considerable emphasis was placed on responses received from a job classification questionnaire prepared by NCSC staff which requested information on job duties, supervising relationships, court locations, work periods and equipment used. On-site interviews were also conducted to supplement data collection and analysis efforts. This study was highly structured in scope and included a recommended statewide job classification and pay plan for non-judicial employees, discussion of costs associated with the transition to a uniform personnel plan, and identification of current and proposed staffing arrangements.<sup>17</sup>

In April 1987, the NCSC report "Job Classification and Pay Plan for the Maine Administrative Office of the Courts" was completed. This study was undertaken by Gerald B. Kuban as a result of a Request for Proposal (RFP) which called for the design of a compensation system for certain excepted positions in the Maine Judicial Department. This report emphasized two unique aspects in relation to recommended salary ranges. First, salaries needed to be competitive in "developing" court systems to

maintain staff continuity and retain current staff. Second, unpaid career mobility is apparent in court administrative and management positions nationally which requires competitive salaries in similarly organized and financed court systems.<sup>18</sup>

In June 1987, Gerald B. Kuban completed the first of three personnel-related court projects in the State of Minnesota. The first was the "Minnesota Judicial District Administrator Classification and Salary Study". This assignment focused on the job of district administrator and reviewed its functions in relation to case management and judge assignments, facilities and equipment management, court policy development, information systems, court planning, operations management, public information, budget and financial management, personnel administration, court services, special projects, jury management, court security and travel. This project also involved evaluating comparative salary data for trial court administrator positions from state court administrator offices in other states, a similar AOC compensation study conducted by NCSC staff in another state, and a salary survey conducted for the National Association for Court Management (NACM). Salaries of in-state judicial district administrators were also considered.<sup>19</sup>

The second Minnesota project was finished in November 1988. The "Minnesota Fifth Judicial District Court Administrator Classification and Salary Analysis - Advisory Guidelines" was completed as a result of diverse salaries among judicial district administrators and local court administrators despite performing essentially the same job duties. While judicial district administrator salaries were set by the Minnesota Supreme Court, court administrator salaries were determined by individual county

boards. Gerald B. Kuban recommended that four levels of court administrator be established in the Fifth Judicial District based on county population, case filings, weighted caseload units, court revenues, court expenditures, number of full-time employees, number of judges and per capita income.<sup>20</sup>

The third technical assistance project in Minnesota was the "Recommended Job Classification and Pay Plan for Administrative Employees, First Judicial District - Minnesota" completed by Gerald B. Kuban. This project was authorized for distribution in March 1989. This request was made by the Judicial District Administrator of the First District and focused on five objectives:

- Completion of position classification questionnaires of the judicial district administrator's office.
- Use of an on-site visit to interview employees, gather relevant salary data, and obtain comparative law clerk salary data from the private sector.
- Review of the organization of the office through interviews, questionnaires and observation.
- Preparation of a report setting forth the recommended job specifications, appropriate salary ranges and comparative salary data.
- Presentation of an oral report to the district administrator on office operations.<sup>21</sup>

In May 1989, staff from the Court Interpreting, Legal Translating and Bilingual Services Section of the Administrative Office of the Courts for the State of New Jersey completed a specialized report which focused on compensation of interpreters. In "Compensating Interpreters and Translators: An International Survey of Wages Paid

Salaried and Contracted Interpreters and Translators”, the issue of cost in providing such services was addressed. This survey found that (1) there was a wide disparity in what court interpreters were paid regardless whether they were serving as agency interpreters or free-lance interpreters, (2) sign language interpreters for the deaf and hearing impaired were the lowest paid, (3) judicial branch interpreters were paid approximately \$9.00 less per hour than what legislative and executive branch agencies paid, and (4) free lance translators charged more than interpreters from translating agencies.<sup>22</sup>

In February 1990, the American Bar Association House of Delegates amended the original ABA Standards Relating to Court Organization. These amendments involved modifications to Section 1.42 to include the following:

There should be a judicial branch personnel system administered by the administrative director of the courts, in accordance with regulations adopted pursuant to Standard 1.32. The personnel system should provide for:

(ii)...Employment should be made without discrimination on the basis of race or ethnic identity, age, sex, physical disability, or religious or political affiliation, and should include affirmative action plans to seek out and encourage members of minority or disadvantaged groups to seek employment in the court system.

In the Commentary for Section 1.42, the following is specified:

“The personnel policies of the court system should be formulated as regulations governing employment and the employment relationship throughout the court system....The regulations should provide a rational and uniform system of job classifications to assume parity of treatment of employees who do essentially the same work, to assume fair relationships regarding compensation and responsibilities

between levels of employee positions, and to facilitate promotion and transfer of personnel within the system....Suspension without pay, demotion, or discharge should be subject to review at the request of the employee, who should be entitled upon demand to a statement of charges, an opportunity to reply, and a hearing before an independent board or officer with power to recommend appropriate disposition to the person having authority to impose such sanctions....The regulations concerning employment, retention, and advancement of court personnel should reflect the important differences in the duties and responsibilities of various types of court staff members.”<sup>23</sup>

Section 1.43 of the Standards was expanded to further articulate the provision of benefits for non-judicial court personnel as follows:

“Permanent employees should be provided with health care coverage, which should include at least medical, dental, and vision insurance and should provide coverage for hospitalization, surgery, dental care, vision care and major medical expenses for them and their dependents and by a retirement system that, at least, substantially corresponds to that in effect for employees of the executive branch.”<sup>24</sup>

In December 1990, NCSC staff Gerald B. Kuban, Larry D. Henderson, and Christine E. Batz continued their work in Minnesota by developing the “Minnesota District Court Non-Judicial Personnel Study”. This was a two volume set which included “Volume I (Job Classification and Pay Plans)” and “Volume II (Job Specification Manual)”. These reports were prepared as a result of a bill passed by the 1989 Session of the Minnesota Legislature to shift funding for various positions in the trial courts from the county to the state. The legislation also required that the Supreme Court analyze all costs of the state trial courts including personnel costs pursuant to appropriate job classifications and salary ranges for court employees. The objectives of

this study focused on identifying job duties, developing job classifications, establishing a uniform pay plan for all non-judicial employees, identifying personnel expenditures, and determining the cost to implement the classification and pay plan. The following factors were considered in assigning jobs to certain classes in the classification system:

- Subject matter, function, profession, and occupation represented.
- Difficulty and complexity of duties.
- Important non-supervisory duties.
- Supervisor and administrative responsibilities.

In addition, two pay plans were proposed in an effort to establish a new pay structure for the District Courts.<sup>25</sup>

In considering installation of the proposed pay plan, the consultants considered how to allocate employees into the new salary schedule based upon their current pay rate, whether to use geographic salary differentials, existence of variations in work weeks at court locations, and maintenance of the classification and pay plan.

Furthermore, this project provided a clear financial impact of implementing the salary adjustments under the proposed classification and pay systems. This was an important contribution to existing literature on this subject as it determined a specific cost figure to achieve the recommended change.

In April 1992, the report "Job Classification and Pay Review for the Court Administrator's Office, Pinellas County, Florida" was completed by Gerald B. Kuban and Charles E. Ferrell. This project was the result of a previous NCSC project which

focused on the functional operations of the court system and included the following recommendation:

“The Court Administrator should revise and expand for the review and approval of the Chief Judge a body of personnel rules governing the Office of Courts Administration. The rules should include recruitment, selection, hiring, promotion, discharge, evaluations, vacation, sick and other leave, training, job descriptions, salary grades, and the like. The OCA should hire a professionally trained personnel director.”<sup>26</sup>

Upon review of the existing personnel system, several deficiencies were found including limited input from court staff in the design of the system, the lack of interviews to validate job duties, the failure of the job class structure to relate to the existing personnel system, the inability to relate court clerical positions to the county personnel system, the existence of only salary minimums in the pay structure, the inability of the courts to connect to the county's pay for performance plan and performance appraisal system, and the lack of salary surveys for certain court jobs.

In the proposed pay system, the concept of equal pay for work of similar nature and level and comparable pay rates for like positions in Pinellas County government were addressed. The proposed classification system suggested that similar positions be grouped together if (1) the same descriptive title could be used for all positions in the class, (2) the knowledge, abilities, and skills required could be filled by employees possessing the same general background of education and experience and selected through use of similar screening or testing devices, and (3) the difficulty and responsibilities of the position were so nearly equal that the same pay range could be

used with formulas for all positions in the class. It was suggested that the classification plan establish qualifications and selection procedures; assist in determining personnel costs; provide a system to analyze job responsibilities, lines of authority, work distribution, and other organizational relationships; develop work standards; promote employment opportunities; establish uniform job titles; provide equal pay for equal work; and provide a foundation for the personnel system.<sup>27</sup>

In May 1993, the NACM Trial Court Personnel Management Guide was published. This project was funded by multiple grants from the State Justice Institute (SJI) and attempted to focus on three basic questions:

- How effective is the personnel system in your court?
- Does your court comply with relevant federal and state statutes?
- Are your recruitment and hiring practices progressive?

The Guide focused on how to comply with statutes on equal employment opportunity and suggested affirmative action plans, effective interviewing techniques for employment purposes, a method to evaluate performance appraisal systems, recommended grievance procedures, references to other personnel management literature, and personnel policies and procedures for courts. It included sections on the “employment cycle”, organizational discipline, job classification and pay, political activity, personnel-related developments and innovations, collective bargaining, and training.<sup>28</sup> Although voluminous in size and scope, this work product provides court managers with a “quick reference” on specific topical areas and has been useful in

addressing immediate personnel issues.

In December 1993, Gerald B. Kuban, Lorraine Adams, and James D. Thomas completed the report entitled "Job Classification and Pay Plan for Tioga County, Pennsylvania". The purpose of this study was to develop a job classification and uniform pay plan for eighty-eight positions in the executive, legislative and judicial branches of the Tioga County government. The issue of identifying and incorporating "essential functions" as part of job specifications for compliance with the Americans with Disabilities Act (ADA) was also addressed as part of this project.<sup>29</sup>

In the same month of 1993, Gerald B. Kuban and James D. Thomas finalized a two volume study. Volume I entitled "Americans with Disabilities Act Compliance Study, Hamilton County, Ohio Courts: Volume I (Job Specifications)" was the first comprehensive effort to incorporate ADA requirements into existing job descriptions. Specifically, job descriptions were modified by NCSC staff to identify the "essential" and "managerial" functions for job classes in the Court of Common Pleas and Municipal Courts in Hamilton County, Ohio.<sup>30</sup>

Volume II was entitled "Revised Pay Plan for Non-Judicial Employees, Hamilton County, Ohio Courts" and focused on conducting a salary survey to obtain information on job classes similar to the workforce of the court system in Hamilton County. Sources providing salary data included twenty-six Ohio courts, four non-Ohio courts, four private commercial enterprises in Cincinnati, and the City of Cincinnati. The Hamilton County pay plan and U.S. Department of Labor Occupational Compensation Survey for metropolitan areas in Ohio, Kentucky, and Indiana were also reviewed. Upon analysis

and evaluation of the data collected, recommendations for salary adjustments were made to several job classes.<sup>31</sup>

In August 1994, Gerald B. Kuban and Adam Fleischman, NCSC Project Analyst, completed the "Job Classification, Pay Plans, and Employee Performance Appraisal Systems, Georgia Supreme Court and Administrative Office of the Courts". The purpose of this study was to develop a job classification and pay structure and employee performance appraisal system for the Supreme Court Clerk's Office, Office of Bar Admissions, Reporter of Decisions, and Administrative Office of the Courts. This project resulted in the development of thirty-three different position classifications which were subsequently compared with the Georgia executive branch personnel system. This information allowed NCSC staff to benchmark classes to determine salaries for each court class. Additional sources of comparative salary data were obtained from the U.S. Department of Labor Area Wage Survey for the Atlanta Metropolitan Area, the National Center for State Courts Survey of Judicial Salaries, Georgia Court of Appeals, Georgia Judicial District Administrative Staff, Source EDP Salary Survey, State Supreme Courts and Administrative Offices of the Courts, and the National Conference of Bar Examiners.

Allocation of specific positions to classes and relative levels of classes were determined by balancing the difficulty, variety, and responsibilities of the work; the manner in which work is received and reviewed; potential consequences of not performing the work; the level of independence to perform the work; the level of supervisory responsibilities inherent in the job; personnel contacts required; and

requirements for successful job performance. The assignment of pay rates to specific job classes were determined based upon the levels of responsibility and difficulty, rates paid for comparable work, experience in recruiting and retaining employees for the position, and value to the organization.<sup>32</sup>

In the same month of 1994, Gerald B. Kuban and Virginia Shepard prepared the "Compilation of Representative Court Personnel Policies: Eleventh Judicial Circuit, Dade County, Miami, Florida". This project involved compiling and reviewing existing personnel policies, rules and regulations from comparable Florida judicial circuits, Dade County, and other court systems throughout the United States. The purpose of this project was to identify topics that should be included as part of trial court personnel merit systems. These suggested areas included definitions, position classification plan, compensation plan, recruitment and selection procedures, employee orientation and training, probationary periods, performance evaluation, types of separations, disciplinary actions, grievance and appeal procedures, personnel records, insurance, retirement, work hours, holidays, types of leave and leave policies, employment policies, employee conduct, employee organizations, employee representation, workers' compensation, safety, emergency procedures, fair employment practice laws, and other available programs.<sup>33</sup> This document is a valuable resource for court managers interested in developing a judicial branch merit system and understanding the policies that need to be incorporated into a personnel plan.

In September 1994, the "Recommended Job Classification, Pay Plan, and Executive Benefits Report for the Court Administrator's Office, Eleventh Judicial Circuit,

Dade County (Miami) Florida” was completed by Gerald B. Kuban, Timothy F. Fautsko, Adam L. Fleischman, and James D. Thomas. The project objectives were to develop a job classification and pay structure for various divisions of the Court Administrator’s Office and review executive level benefits for top management positions. The consultants used questionnaires to obtain information on detailed job duties, supervisory and reporting relationships, and equipment used. They also prepared organization charts to reflect office structures and relationships, conducted interviews to validate the results of the questionnaires and drafted job specifications. Comparative salary data from the Dade County Personnel System was obtained and linked to the job classification structure to create the proposed pay plan.

Some employees in Dade County received executive benefits which included an allowance for health care, deferred compensation, long term disability, and/or purchase of annual leave; supplemental retirement income; automobile allowance; and/or free parking or Metro rail pass. Project staff determined that these benefits created administrative problems in the court due to inequities in allocation among management staff.<sup>34</sup>

In April 1995, Gerald B. Kuban finished the “Nebraska Supreme Court/State Court Administrator’s Office Technical Assistance on Pay Plan Revision: Final Report”. This work product, along with the “Appendix Volume (Executive and Legislative Job Class Comparisons)”, were the result of a technical assistance request to the NCSC Court Services Division to review the salary relationships of twenty-eight job classifications covering forty-two employees in the Nebraska Supreme Court and

Administrative Office of the Courts. Mr. Kuban compared Supreme Court/AOC job classes, pay scales, and job descriptions with those in other Nebraska State Government offices including classified and non-classified employees of both the executive and legislative branches. Upon review, it was determined that 82% of the job classes were assigned to one of four pay grades. The consultant stressed that:

“While the clustering may appear appropriate, an examination of the comparative data indicates that pay range differentials should be considered to properly reflect the job comparison guidelines revealed by the NCSC survey. While “broad banding” has its advocates, this concept does not appear to have been adopted by the entities surveyed”.<sup>35</sup>

In a effort to determine recommended salary ranges for specialized Supreme Court and AOC job classes without “comparable positions” in the executive or legislative branches of government, NCSC staff reviewed salaries of AOC staff in other North Central States including Colorado, Kansas, Minnesota, Missouri, North Dakota, South Dakota, and Wyoming.<sup>36</sup>

The most current information related to managing court personnel systems is an article in the February 1996 issue of Court Management and Management Report entitled “Preparing Human Resources Classification and Pay Plans”. This article is an effort to devise a modern and uniform human resources system for the judicial branch. It is intended to provide advise to court managers on how to prepare and implement a classification and pay study, models for court position classes, and a suggested schedule of position titles and pay ranges and system of personnel allocation.

This article focused on the origins of position classification, the use of

questionnaires to develop job classes and specifications, identification of specific job titles, position reclassification, compensation plans, future salary adjustments, and implementation strategies. It also emphasized several key issues that managers need to consider when initiating a court classification and pay plan including the court administrator's role in establishing a human resources position, the qualifications and experience of the person selected for this position, necessary training for court employees in use and operation of the classification and pay plan, establishment of a mechanism for employees to discuss the plan, development of a human resources manual specifying personnel policies and procedures in the judicial system, and preparation of an employee handbook summarizing key personnel policies set forth in the human resources manual.<sup>37</sup>

Finally, as part of this literature review, the personnel merit plans and rules for several state court systems were considered in preparation of this paper. These systems included the following:

- Alabama Unified Judicial System Personnel Procedures Manual (March 1995).
- Colorado Judicial System Personnel Rules (April 1991).
- Delaware Judicial Branch Personnel Rules (September 1994).
- Minnesota Judicial Branch Personnel Plan (June 1992).
- Missouri Circuit Court Personnel System (July 1995).
- New Mexico Judicial Branch Personnel Rules (August 1988).
- North Carolina Judicial Department Personnel Management Manual: For Trial Court Divisions (January 1994).

- Utah Human Resource Management Policy and Procedure Manual (January 1994).

These resources were helpful in developing the Mohave County Judicial Personnel System and Job Classification and Salary Plan for the Superior Court in Mohave County, Arizona.

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METHODOLOGY

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## METHODOLOGY

### **The Judicial Personnel System and Employee Handbook**

In July 1993, upon request of the Presiding Judges of the Superior Court in Arizona, the Administrative Office of the Courts initiated a project to develop a model judicial personnel system. This included obtaining copies of existing personnel systems and policies used by courts in Arizona and other large trial courts throughout the United States. Upon review of this information, AOC staff proceeded to develop a personnel training manual that identified key subjects for inclusion in this system.

In December 1993, the Administrative Director of the Courts appointed the Arizona Court Personnel Workgroup to develop a model statewide personnel manual for use by judges and staff in their courts. The workgroup was composed of persons representing various general and limited jurisdiction courts throughout Arizona who were interested in improving personnel administration policies and practices in the courts. The workgroup considered several issues including whether court employees should be under an executive or judicial branch personnel system, which court employees or job classes should be "at will", the use of standards for personnel classification, the use of grievance and appeal processes, the presiding judge's authority over staff from the elected clerk of the superior court's office and limited jurisdiction courts, the use of "pay for performance" systems, the role of presiding judges and court administrators in overseeing personnel matters, whether a salary plan should be recommended, and possible uses of uniform job descriptions.

This work eventually resulted in the completion of the Arizona Model Personnel

Manual in May 1994. This manual was comprehensive and included sections on equal employment opportunity (EEO), immigration law compliance, code of conduct, access to court services by persons with disabilities, required education credits, family leave, drug and alcohol use, sexual and other unlawful harassment, and other personnel-related topics. In June 1994, AOC staff presented the Model Personnel Manual to the Arizona Judicial Council, presiding judges, and court administrators in separate meetings. It was also discussed at a meeting of the Arizona Association of Personnel Administrators (AAPA) in July 1994. AOC staff incorporated comments received from these meetings into a final draft which was approved by Chief Justice Stanley G. Feldman in April 1995.

The Arizona Model Personnel Manual was intended only as a guide and not mandated by the Supreme Court for court use. AOC staff recognized that not all of these policies were applicable to all courts. In addition, it became apparent that many of the policies were discretionary and may need to be revised to meet individual court needs and requirements. This document served as the initial starting point for courts to begin the process of establishing separate judicial merit systems in their respective jurisdictions.

The development of a judicial merit system for the Superior Court in Mohave County was initiated by first reviewing and evaluating the Manual to determine the following:

- What policies are mandated either by federal or state statute and/or considered universally accepted personnel practices and principles?

- What policies are considered unnecessary and/or undesirable for Superior Court use?
- What policies are inconsistent with or in direct opposition to existing personnel policies in the Mohave County Merit Rules?
- What policies should be incorporated into the personnel system that would be developed for the Superior Court in Mohave County?

In an effort to address these questions, each policy in the Arizona Model Personnel Manual was individually compared with the corresponding policy in the Mohave County Merit Rules. The intent was to determine the merits of both systems for each policy identified in an effort to develop a progressive personnel model for the Superior Court in Mohave County. It was expected that policies from both systems would be considered as part of the final work product for the Superior Court in Mohave County and that a hybrid system would be developed.

Upon comparison of the Arizona Model Personnel System and Mohave County Merit Rules, it was found that some policies were relatively similar, particularly mandated items addressing issues such as equal employment opportunity, immigration law compliance, overtime, continuation of benefits (COBRA), workers' compensation, and Family and Medical Leave Act (FMLA). Other policies were found to be vastly different in approach, flexibility, and scope.

Upon completion of this review, decisions were made to reflect the desired policy and/or procedure for use in the Superior Court in Mohave County. These decisions were based upon the following criteria: (1) the intended purpose or anticipated result of the policy, (2) the compatibility of the policy with existing organizational values, norms,

and expectations and (3) the relationship of the policy to improved personnel administration practices in the court. Using these criteria, decisions were made to eliminate, incorporate, and/or modify the policy for use in the Mohave County Judicial Personnel System. This process took considerable time due to the size and complexity of these documents but was advantageous in achieving the final work product. Efforts were made to ensure that the Judicial Personnel System would address most personnel-related issues yet be flexible to meet future personnel administration needs.

Upon consideration of personnel needs in the Superior Court in Mohave County, it became apparent that some policies were neither covered in the Arizona Model Personnel Manual nor the Mohave County Merit Rules. These areas included a organizational description, the chain of command within the superior court, the role of division heads, the code of conduct, and progressive discipline practices in the Superior Court in Mohave County. These sections were subsequently drafted based upon review of other judicial merit systems and incorporated into the final work product. This document is entitled "The Judicial Personnel System and Employee Handbook" and located in Appendix 1 of this report.

### **Job Specifications**

Upon review of existing job descriptions for employees of the Superior Court in Mohave County, it was apparent that several major deficiencies existed. The Mohave County Personnel and Risk Management Department has traditionally prepared these descriptions based upon position audits and general duties and responsibilities of "similar" positions in executive branch offices. It was determined that these deficiencies

included the following:

- The job descriptions for some superior court positions were not specific in delineating unique job functions and duties.
- Some superior court positions did not have job descriptions.
- Some job descriptions did not specify key functions and responsibilities of the position.
- The job descriptions failed to recognize the organizational norms, values and expectations that were unique to the specific work environment (i.e. team management approach, total quality management, public service orientation, etc.).
- The educational and training requirements of some job descriptions did not specifically relate to the needs and functions of the position.

In an effort to address these problems, the existing job descriptions were revised to reflect superior court requirements, the changing work environment, increased use of technology in the workplace, and the specific nature of the position. Although the format of the job descriptions developed by Mohave County Personnel and Risk Management Department staff remained relatively the same to maintain consistency in design and the type of information provided, content modifications were made to more clearly define the nature of specific job classifications and examples of work performed. Efforts were also made to standardize the language of certain duties to provide consistency among job descriptions for superior court positions which perform the same general functions.

Several new job descriptions were developed due to the lack of like positions in the executive branch and the non-existence of such specifications. Existing job descriptions for other court systems were obtained to assist in preparing new job

descriptions for these superior court positions. Job descriptions were also re-written for some positions including Court Commissioner, Caseflow Manager, Law Librarian, Family Counselor-Mediator, Mediation Clerk, Court Collections Clerk, and Court Security Coordinator to clarify job-related requirements. As part of this process, consideration was given to whether the position was covered under Fair Labor Standards Act (FLSA) requirements or exempt from these provisions. Decisions regarding which employees would be considered "at-will" and "classified" under the Judicial Personnel System were also addressed and incorporated into the new job descriptions.

Upon completion of this process, job specifications existed for each superior court position which included information on the nature of the job; the supervision received; the supervision exercised; illustrative job duties; work contacts; desirable knowledge, skills and abilities; education and training requirements; special requirements; and a disclaimer. These job descriptions are in alphabetical order and located in Appendix 2 of this report.

### **Salary Survey**

As part of this project, it was decided that a salary survey should be conducted to decide whether the Mohave County job classification and salary plan was sufficient for the Superior Court or whether a new plan was needed. In addition, questions existed with respect to what employees for the Superior Court in Mohave County were being paid in relation to superior court employees holding similar positions in other Arizona counties.

Each year, staff of the Mohave County Personnel and Risk Management Department conduct market surveys of county positions to determine whether market adjustments are needed. These market surveys generally encompass neighboring counties (i.e. Riverside County, Riverside, California; Clark County, Las Vegas, Nevada; other Arizona counties, etc.). As a matter of policy, this salary information is not usually shared with Superior Court division heads but maintained by staff in the Mohave County Personnel and Risk Management Department.

On an regular basis, all Arizona courts are requested by the Administrative Office of the Courts in Phoenix to complete an "Annual Personnel and Revenue Survey". This survey requests information on job titles, salaries and employee-related expenses in addition to budgetary expenditures and revenue. This information is forwarded to AOC staff who incorporate it into the "Annual Arizona Courts Data Report" for submission to the Arizona Legislature, justice-related agencies and other interested persons. Based upon the information received, AOC staff prepares a report entitled "Arizona Court and Probation Department Personnel Position Titles and Salaries" which lists the job titles and average salaries of court positions within the superior court, clerk of superior court's office, adult and juvenile probation departments, and justice and municipal courts. This report was obtained from the AOC to identify current salaries of certain positions in the Superior Court in Mohave County for comparison purposes with superior court salaries in other Arizona counties.

This information was entered into a local database in an effort to conduct cross-county superior court comparisons throughout Arizona. Positions with the same job

titles were assumed to be like positions except in those situations where this was known not to be the case. For example, the position title "court administrator" has been used to reflect the highest ranking non-judicial administrative officer in some counties. In other counties, this title has been allocated to the presiding judge's secretary due to their increased administrative duties. Considerable care was taken to ensure that positions were grouped together for salary comparison purposes only if it could be reasonably assumed that job duties were substantially similar in function. Certain assumptions were made in this regard since sufficient time did not exist to conduct specific job audits of these positions in other Arizona counties. In general, superior court positions were grouped together if job titles were the same or similar and average salaries were relatively the same. This process was easier to determine for positions in rural counties than those in Maricopa and Pima counties due to the general nature of rural court positions. This designation was not a problem, however, for specialized positions like Court Administrator, Court Reporter, and Judicial Secretary. For purposes of this report, practically all superior court positions in the salary survey were able to be slotted in an appropriate classification for comparison purposes.

This information proved helpful in subsequently determining appropriate classifications and salary ranges for superior court positions since it provided an indication of the market and a foundation in which to develop an appropriate salary schedule. The salary survey for superior court positions in Arizona is included in Appendix 3 of this report.

## **Job Classification and Salary Plan**

The first step in the development of the new job classification and salary plan for the Superior Court in Mohave County was to define the name, current position title, location, current rate, grade/step, employee number, employment status, position type, and hire date of each employee. This information was secured by reviewing the Mohave County Financial Management Payroll Report. The table "Employees by Current Position Title, Location, Rate, Grade and Hire Date: FY 1995-96" was prepared to reflect this information.

Once the current salary rate was determined, an effort was made to identify employee-related expenses or benefit costs including FICA, medicare, retirement, health insurance, and workers' compensation. These calculations were made based upon statistical information provided by the Mohave County Finance Department. This determination was necessary to identify total expected personnel costs for the Superior Court in Mohave County. Costs for both adopted positions and requested positions in the Superior Court's FY 97 budget request were calculated. The table "Employees by Current Position Title, Rate and Benefits: FY 1995-96" shows this information.

The next step in this process was to prepare a new salary schedule that would be used to slot certain superior court positions. The existing Mohave County Salary Schedule has sixty-five grades, eleven steps, and three merit based steps. It was determined that this was a problem for two reasons: (1) More than half of the superior court positions are designated as "unclassified" and not assigned to any specific grade or salary range; and (2) The steps are numbered in an illogical sequence (i.e. 1A, 1B,

1C, 2A, 2B, 3A, 3B, 4A, 4B, 5A, and 5B) and entry above the 2B level has to be approved by the Mohave County Personnel Director, County Manager and/or the Mohave County Board of Supervisors.

The Federal Judicial Salary Plan was reviewed for possible use as part of the project. It was deemed inappropriate, however, upon determination that a new schedule should be patterned after existing salary ranges in the Mohave County Salary Schedule. This decision was made since it was presumed that less political resistance would exist if Mohave County salary amounts were used as part of the new salary plan. Using the existing system meant that all superior court employees would receive a new salary grade based upon the prevailing salary rate in the Arizona market. At this stage, a proposed superior court salary schedule was developed which included only fifteen grades and eleven steps within each grade. This schedule is shown in the table "Salary Schedule Effective July 1, 1996."

Upon completion of the proposed salary schedule, current salary ranges for each position of the Superior Court in Mohave County were compared to the range of salaries for similar superior court positions listed in the Arizona Salary Survey. The median of the range for each Arizona superior court position which had a like position in Mohave County was identified and compared with the salaries currently paid to employees of the Superior Court in Mohave County. This median salary figure was the determining factor in identifying the appropriate grade for the Mohave County position. In general the median salary figure for superior court positions in Arizona was compared to the closest salary figure in step five of the salary schedule to determine

the appropriate grade level for the Mohave County position. In addition, steps 1 and 11 for that grade in the salary schedule were compared with the lowest and highest salaries in the Arizona range to ensure that they were comparable and realistic. Appropriate grades were then assigned to the positions of the Superior Court in Mohave County.

Upon review of the job titles in the Arizona Salary Survey, it was determined that some changes in the positions of the Superior Court in Mohave County were necessary for standardization purposes. New position titles proposed for Mohave County included Court Security Coordinator, Judicial Assistant, Administrative Assistant, and Secretary. The new position titles, grades and salary ranges for Mohave County positions are shown on a table entitled "Current and Proposed Position Title, Grade and Salary Range: FY 1996-97."

In order to classify positions in the Superior Court in Mohave County by job type, an "Occupational Index to Job Classes" was prepared. This index assigned a specific class code or number to each position and included the new position class and proposed grade and salary range. The Occupational Index also assigned position titles to one of the following job class categories: Judicial, Court Administration, Court Reporting, Family Court, Automation, Court Collections, Law Library, Security, and Secretarial.

The next step in developing the job classification and salary plan involved determining the new proposed salary rate, grade and step for each superior court employee. This process involved reviewing each employee's current salary and slotting

them into the appropriate step in their new grade level. It was determined that an employee's salary would not be reduced as a result of the new pay plan but reflect the next highest salary in the plan. This was done except in those cases where the proposed salary was less than 3% above the employee's current salary rate, in which case the salary in the second step above their current pay rate was assigned to the employee.

The actual salary adjustment for each employee of the Superior Court in Mohave County was then determined by comparing their current salary rate to the proposed rate. All positions in which salary adjustments were recommended involved increases of between 3.0% and 6.0% with the exception of the Court Commissioner position. The increase for this position was based upon an interest by the Presiding Judge to reclassify this position to a higher salary level. The new position titles, designated grade and step, salary adjustment, and % increase for each employee is reflected in the summary table entitled "Employees by Current and Proposed Position Title, Rate, and Grade with Salary Adjustment: FY 1996-97".

In an effort to complete the process of identifying total personnel-related costs, it was necessary for benefit costs to be re-calculated based upon the new proposed salary rate of each employee. This information is shown in the table entitled "Employees by Proposed Position Title, Rate, and Benefits: FY 1996-97". The actual benefits adjustment was then determined by comparing the cost of each employee's current benefits package to their proposed benefits package. The new position titles, current benefits cost, proposed benefits cost, benefits adjustment, and % increase for

each employee is shown in the table entitled "Employees by Current and Proposed Benefits Cost with Adjustment: FY 1996-97".

The last step in this process involved determining the total personnel-related costs of implementing the new job classification and salary plan. This need was addressed by totaling the salary adjustment and benefits adjustment costs for each job class category. This information is shown in the table entitled "Budget Impact of the Proposed Job Classification and Salary Plan: FY 1996-97". The Job Classification and Salary Plan and each of the aforementioned tables are located in Appendix 4 of this report.

### **Organization Chart**

An organization chart reflecting the new position classes of the Superior Court in Mohave County was prepared using a "VISIO" software program. This chart is located in Appendix 5 of this report.



## FINDINGS

The goal of this project was to develop a Judicial Personnel System and Job Classification and Salary Plan for the Superior Court in Mohave County, Arizona. A summary of the findings and/or proposals in this effort are as follows:

### **The Judicial Personnel System and Employee Handbook**

- Establishment of a Judicial Personnel System separate and apart from the Mohave County Executive Branch Merit System.
- Establishment of a Judicial Merit Committee appointed by the presiding judge to review and evaluate employee grievances and appeals apart from the Mohave County Merit Commission and provide advise and oversight of the Judicial Personnel System.
- Establishment of specific procedures for employee grievances and appeals.
- Designation of clear lines of authority and chain of command regarding personnel issues under the presiding judge.
- Determination of each employee's status (i.e. "at-will" vs. "classified").
- Clarification of Fair Labor Standards Act (FLSA) requirements regarding "Exempt" vs. "Non-Exempt" employees.

### **Job Specifications**

- Revisions to existing job specifications for positions including Administrative Assistant, ADR Coordinator, CASA Coordinator, Court Administrator, Court Automation Systems Manager, Court Collections Officer, Court Reporter, Judicial Assistant, and Secretary.
- Development of job specifications which did not previously exist for other positions including ADR Clerk, Caseflow Manager, Court Security Coordinator, Court Commissioner, Court Collections Clerk, Family Counselor-Mediator, and Law Librarian.
- Development of more consistent job qualifications for positions based upon a review of the nature of jobs, levels of responsibility, and supervisory requirements.

## **Salary Survey**

- Determination of current salaries of superior court employees in Arizona based upon prevailing market rates listed in the Arizona salary survey.
- Comparison of salaries of employees of the Superior Court in Mohave County to those in the Arizona market to show considerable inconsistency and disparity among job titles and pay rates for like positions.
- Establishment of an initial process to standardize job classification and salaries of all superior court employees in Arizona to further court integration efforts.

## **Job Classification and Salary Plan**

- Identification of current salary and benefit costs of employees in the Superior Court in Mohave County.
- Development of a new Superior Court Salary Schedule consisting of fifteen grades and eleven steps for use effective July 1, 1996.
- Assignment of superior court job classes to higher salary ranges based upon review of pay market in the Arizona Salary Survey.
- Determinations of new position titles for certain superior court positions (i.e. Court Security Coordinator, Judicial Assistant, Administrative Assistant, and Secretary).
- Assignment of Superior Court employees to new grades and steps based upon a comparison of their current salaries to the prevailing pay rates.
- Establishment of specific job class categories based upon the unique aspects of certain jobs for indexing purposes.
- Recommended salary increases of 3.0% - 6.0% for all current employees of the Superior Court in Mohave County based upon the prevailing pay market and the appropriate "slot" in the new superior court salary schedule.
- Identification of necessary salary adjustments (i.e. \$25,512.44) and benefit adjustments (i.e. \$2,951.52) to determine FY 1996-97 personnel-related budget impact (i.e. \$28,463.96).



## CONCLUSIONS

The Judicial Personnel System and Job Classification and Salary Plan for the Superior Court in Mohave County, Arizona is dependent upon an effective implementation plan to ensure its success. This proposed plan represents significant change in the Superior Court and much thought and consideration should be incorporated into this planning process. Additional issues which need to be addressed prior to full implementation of this proposal include the following:

- Establishment of a Committee on the Judicial Personnel System to review this proposal, develop strategies for the change, and identify and oversee a project implementation plan.
- Determination of the internal and external forces and/or impediments to fully implement this system.
- Development of management strategies to address local political, administrative and fiscal issues related to this change.
- Determination of the appropriate office that should have authority over and control of personnel files and, if necessary, the process in which the transfer of these files is completed.
- Determination of the future role of the Mohave County Personnel and Risk Management Department regarding superior court personnel-related functions and/or services under this plan (i.e. payroll, insurance, etc.).
- Appointment of a Judicial Merit Committee by the presiding judge to resolve employee grievances and appeals and provide advice on personnel administration issues.
- Development of personnel handbooks and/or forms to support new policies and procedures in the Judicial Personnel System.
- Determination of whether judges and staff would receive the entire Judicial Personnel System or a "modified" handbook summarizing only "key" issues.

- Determination of funding available to support recommended changes in this proposal.
- Determination of whether additional staff are needed to support the Judicial Personnel System.
- Development of a process for recommending employee salary increases, cost of living increases, and merit awards under the plan.
- Development of a process to approve pay modifications and the incorporation of these modifications into future budgetary requests.
- Development of a training program for judges, division heads and employees on the purpose and functions of the plan.
- Development of a mechanism by which the Judicial Personnel System and Job Classification and Salary Plan will be evaluated and/or modified in the future.

Additional issues which should be considered for future study as a result of this project are the following:

- Development of a process to monitor and evaluate prevailing salary rates for superior court positions in an effort to recommend future market adjustments.
- Development of standardized superior court job titles, salary guidelines and job classifications and categories in Arizona based upon information provided in the Arizona Salary Survey.
- Determination of the statewide implications of this project for possible transition of superior court personnel-related expenditures from county-funding to state-funding.



## FOOTNOTES

1. \_\_\_\_\_. (April 1989). Report of the Task Force on Court Organization and Administration. Arizona Commission on the Courts. p. 36.
2. \_\_\_\_\_. (1973). Report on Courts. National Advisory Commission on Criminal Justice Standards and Goals. p. 180.
3. \_\_\_\_\_. (1974). ABA Standards Relating to Court Organization. Commission on Standards of Judicial Administration. p. preface.
4. Ibid., pp. 91-93.
5. Ibid., p. 96.
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**APPENDICES**

JUDICIAL PERSONNEL  
SYSTEM

**The Judicial Personnel System and Employee Handbook**

**Judges**

**Hon. Gary R. Pope, Presiding Judge**

**Hon. Leonard C. Langford**

**Hon. Steven F. Conn**

**Hon. James E. Chavez**

**Hon. Robert R. Moon**

**Hon. Charles W. Gurtler, Jr.**

**Court Administrator**

**Richard J. Lewis**

**Effective July 1, 1996**

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On behalf of the Judges, Division Heads and Staff, I welcome you to the Superior Court and wish you much success. We believe that each employee contributes directly to the Superior Court's effectiveness and efficiency and trust you will take pride in being a member of our team.

The Judicial Personnel System and Employee Handbook (herein simply referred to as "Judicial Personnel System" or "Handbook") was developed to describe some expectations we have of our employees and summarize the policies, programs, and benefits available to them. Employees should familiarize themselves with the contents of the Judicial Personnel System as it provides answers to many questions about employment with the Superior Court.

If you have questions about any of the policies in this system or your work environment, you are encouraged to express these concerns openly and directly with your division head. Our experience has shown that when employees deal openly and directly with their division heads, effective communication exists and a positive work environment is developed and maintained. We believe that the Superior Court is committed to effectively responding to employee concerns.

We hope that your work experience here will be challenging, enjoyable, and rewarding.

Sincerely,

Honorable Gary R. Pope  
Presiding Judge

**ARTICLE 1. GENERAL**  
**RULE 102 INTRODUCTORY STATEMENT**

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**EFFECTIVE DATE: 07/01/96**

This handbook is designed to acquaint you with the Superior Court and provide you with information about working conditions, employee benefits, and some policies affecting your employment. You should review and comply with all of its provisions. It describes many of your responsibilities as a court employee and summarizes the benefits provided by the Superior Court. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

This handbook is not intended to be neither an employment contract nor a legal document. No employee handbook can anticipate every circumstance or question about policy. As the Superior Court continues to grow, however, the need may arise to revise, supplement, or rescind any policies or portions of the handbook as appropriate. Employees will be notified of any changes to the handbook.

**ARTICLE 1. GENERAL**  
**RULE 103 ORGANIZATION DESCRIPTION**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court is Arizona's general jurisdiction court. Superior Court judges may hear all types of cases except small claims, minor offenses, and violations of city codes or ordinances. Each county has at least one superior court judge. In counties with more than one superior court judge, the judges operate in numbered divisions.

The mission of the Superior Court in Mohave County is to achieve and maintain an independent, integrated, and professional judicial department which provides fair, effective and efficient services, adjudicates matters in a just, expeditious and timely manner; ensures due process; provides safe and equal access during proceedings; protects individual and corporate rights; prevents the arbitrary use of power; ensures the rule of law; punishes offenders; and resolves other issues as needed.

The Superior Court in Mohave County has facilities in Kingman and Bullhead City respectively and employs five (5) judicial divisions. The Presiding Judge oversees and administers the Superior Court through elected and appointed division heads.

**ARTICLE 1. GENERAL**  
**RULE 104 TITLE AND SCOPE**

---

**EFFECTIVE DATE: 07/01/96**

These rules shall be entitled "The Judicial Personnel System of the Superior Court in Mohave County" and encompass employees of Superior Court Judicial Divisions, Court Administrator's Office, and the Law Library. Most rules and provisions of the Judicial Personnel System apply to these employees. A specific rule may contain a specific exemption for a group of employees or apply only to a select group or class.

The Judicial Personnel System does not preclude division heads from implementing policies and procedures pertaining to their employees. Employees are responsible for adhering to these and other Superior Court policies. If policy conflicts exist between the Judicial Personnel System and the division or office, the issue should be brought to the attention of the division head and will be resolved as appropriate.

The following definitions apply to the Judicial Personnel System unless otherwise noted in these rules:

**Abandonment of Job:** The separation from service of an employee who has been absent for three (3) or more consecutive days without authorized leave.

**Access:** The permission or ability to obtain and/or examine information from personnel files or records.

**Active Work Status:** An employee who is working on a full time basis (i.e. 32 or more hours per week) and paid regular earnings.

**Administrative Suspension:** An involuntary leave with or without pay imposed upon an employee who is under investigation or judicial proceedings.

**Allocation:** The assignment of a position to a job classification based on its duties and responsibilities.

**Appeal:** An employee request submitted to the Judicial Merit Committee to investigate a complaint alleging improper suspension, demotion, or dismissal or alleged illegal discrimination.

**Appellant:** An employee whose appeal is presented before the Judicial Merit Committee.

**Applicant:** A person seeking employment or transfer, reappointment, reinstatement, promotion or demotion with the Superior Court who has completed and returned a job application form.

**Appointing Authority:** Appointed or elected official serving in the capacity of a division head.

**Appointment:** The official offer of employment and acceptance by a person in accordance with these rules.

**Armed Forces:** The United States Air Force, Army, Navy, Marine Corps, Coast Guard, or Arizona National Guard.

**A.R.S.:** Arizona Revised Statutes.

**Assignment:** A position to which an individual is appointed.

**Candidate:** An applicant approved for participation in an examination process.

**Child:** An individual who is fourteen (14) through eighteen (18) years of age.

**Civic Duty Leave:** Approved period of absence with pay and related benefits from regularly scheduled work approved in advance while serving as a juror; responding to a subpoena to appear as a witness; serving as a member of a public service board, commission or similarly constituted body; serving in the Armed Forces or Military Reserve; or voting.

**Classification:** A title assigned to a position or group of positions with similar duties and responsibilities which require similar training, experience, knowledge, and skills.

**Classification Plan:** The orderly arrangement of positions under separate and distinct classifications based on job duties and responsibilities.

**Classification Specification:** The official description of positions assigned to a classification which define the type and level of job duties and responsibilities and acceptable qualifications necessary for successful performance.

**Classified Employee:** An employee employed for at least thirty two (32) hours a work week whose position is budgeted and assigned to a classification and covered by these rules.

**Compensation:** The salary, wage, allowances, and all other forms of earnings by or paid to an employee except reimbursement for necessary authorized and incurred expenses.

**Compensatory Time:** Earned time recorded on an employee's pay record in lieu of overtime pay which must be taken within the next pay period as worked.

**County:** Mohave County Government.

**County-Wide Announcement:** The official notice to persons residing in Mohave County of an employment opportunity in the Superior Court.

**Demotion:** A change in the assignment of a regular employee from a position in one classification to a different classification having a lower salary range.

**Disability:** An employee who cannot perform essential job duties and functions due to illness or injury and is under the care and treatment of a licensed physician.

**Dismissal:** The involuntary termination of a person from employment for a disciplinary reason.

**Disposable Earnings:** The compensation paid or payable for personal services, less any amount required to be withheld by law.

**Division:** A Superior Court unit under the control of a division head.

**Division Head:** The elected or appointed official responsible for directing and coordinating the functions of a division and supervising personnel in their respective division.

**Eligible:** An applicant who has met the acceptable qualifications of a specific classification and is eligible for such classification.

**Employee:** A person who has been appointed to and is filling a budgeted position within the Superior Court and excludes temporary and contractual hires unless the terms of a contract permits such inclusion under the Judicial Personnel System.

**Exempt Status Employee:** Executive, administrative and professional employees who are deemed exempt from overtime and reporting provisions of the Fair Labor Standards Act (FLSA).

**Full-Time Position:** A position which provides employment for forty (40) hours a work week and has a regular schedule on a year round basis.

**Garnishment:** Retention of wages or property pursuant to legal process by an employer or other person to satisfy a debt owed to a creditor.

**Grievance:** A complaint alleging misinterpretation, misapplication or unequal enforcement of Judicial Personnel System policies, rules or procedures or unlawful discrimination.

**Holiday Benefit:** Compensation paid to eligible employees for each recognized holiday. Holiday time for full-time eligible employees is defined as eight (8) hours in duration regardless of the schedule.

**Immediate Family Member:** Spouse, parent, child, stepchild, sibling, grandparents, and grandchildren of an employee or grandparents of an employee's spouse. Employees living together but not legally married may be considered within this definition.

**Intradivision Announcement:** The official notice to employees of a specific employment opportunity in that division.

**Judicial Merit Committee:** An advisory group appointed by the Presiding Judge to address grievances or appeals.

**Judicial Personnel System:** The uniform and equitable system of personnel administration in the Superior Court.

**Layoff:** The conditional separation of an employee due to lack of funds or work,

reorganization, abolition of position or any other reason specified in these rules.

**Management Leave:** Time off with pay during an Exempt employee's normal working hours to offset unaccruable extraordinary hours worked in unusual circumstances as determined by the division head.

**May:** Used to express customary action.

**Moral Turpitude:** Act or behavior that gravely violates moral sentiment or accepted moral standards of the community.

**Non Active Work Status:** An employee who has been and continues to be absent from their job beyond two (2) consecutive pay periods.

**Non Exempt Status Employee:** Employees covered by the overtime and reporting provisions of the Fair Labor Standards Act (FLSA). Non-Exempt employees are compensated in pay or compensatory time at the discretion of the division head and consistent with the provisions of the FLSA and these rules.

**Official Position Audit:** The examination of the duties and responsibilities of a budgeted position to determine proper allocation to a class.

**Overtime:** Time worked in excess of forty (40) hours per week unless required by law.

**Part-Time Position:** A position which provides employment for thirty two (32) hours within a work week and has a regular schedule on a year-round basis.

**Personnel Department:** The Mohave County Personnel and Risk Management Department.

**Personnel Record:** Any personnel information maintained in the official employee record or file.

**Presiding Judge:** The person appointed by the Arizona Supreme Court who is responsible for the general supervision of the Superior Court including personnel of judicial divisions, the court administrator's office, and the law library.

**Position:** A group of duties and responsibilities normally performed by an employee to provide a necessary service as identified by a division head and authorized by an approved budget.

**Premium Pay:** Compensation in addition to an employee's normal pay including overtime pay, compensatory time, and on-call or call-back pay.

**Probationary Employee:** A employee serving either an original, promotion, reappointment, transfer, demotion or other type of reinstatement during an initial

trial period. An employee who fails any type of probationary period has no right of appeal. Probationary employees do not have grievance, appeal or hearing rights except as otherwise provided in these rules.

**Probationary Period:** A qualifying period following an original, promotion, reappointment, transfer, demotion, or other type of reinstatement which allows examination of an employee's performance.

**Promotion:** A change in the assignment of an employee from a position in one classification to a different classification in the same career path or track having a higher salary range.

**Public Announcement:** The official notice to the public of an employment opportunity in the Superior Court.

**Reallocation:** A change in the job classification of a position.

**Reasonable Suspicion:** A belief based on objective and articulated facts sufficient to lead a person to suspect that an employee is under the influence of drugs or alcohol.

**Reassignment:** A noncompetitive change in the assignment of an employee from one position to another of the same classification and salary range within the employee's division.

**Reclassification:** A change in the job classification of an incumbent employee when their position has been reallocated.

**Record:** Any information maintained about an employee containing a name or other identification.

**Regular Employee:** An employee who, through a selection process, has been appointed to fill a position in the classification plan and has completed the original probationary period for the position. Appointed, contractual, temporary, and original probationary employees are excluded from definition.

**Reinstatement:** The appointment of a laid-off employee to a position of the same or lower classification from which laid-off or the return of an employee as approved by the Presiding Judge.

**Relative:** Any person related by affinity or consanguinity within the third degree as defined by A.R.S. § 38-481.

**Respondent:** The division head or other person named by the appellant whose interests are adverse to those of the appellant and is directly affected by an appeal decision.

**Separation:** Discontinued service as an employee of the Superior Court.

**Shall:** A word to express what is mandatory; must; will.

**Should:** A word to express future expectations; future tense of shall.

**Suspension:** An involuntary imposed leave with or without pay of a regular status employee.

**Temporary Employee:** An employee who has been appointed on a full-time, part-time or variable-time basis for a time period not to exceed twenty-four (24) months unless extended an additional twelve (12) month period. All Superior Court positions which are budgeted and filled for less than thirty-two (32) hours per week are considered temporary.

**Transfer:** The noncompetitive change in the assignment of an employee to a different classification in the same pay range or a position of the same classification in another division.

**Unclassified Position:** A position in the Superior Court which is not covered by the provisions of these rules.

**Under the Influence of Alcohol:** Any percent of alcohol as measured by blood, breath or urine tests while the employee is on duty or subject to call-back duty in a paid standby status, having alcohol on one's breath which is capable of being smelled by another, or visible impairment of normal abilities by alcohol.

**Under the Influence of Drugs:** Any measurable amount of drugs which is unlawful to possess under Arizona law (unless being taken by the employee pursuant to instructions of a licensed medical doctor) as measured by blood or urine tests while the employee is on duty or subject to call-back duty in a paid standby status.

**Vacant Position:** A position currently under recruitment or not filled by an employee.

**Voluntary Payroll Deduction:** Employee dues or fees which are voluntarily authorized to an eligible employee that are deducted from their paycheck.

**Work Period:** Any established and regularly recurring period of work which is not less than seven (7) nor more than twenty-eight (28) consecutive days.

**Work Week:** All time within a seven (7) day period which an employee is required to be on the employer's premises to perform prescribed duties, at a prescribed work place or on duty. A work week begins at 12:01 a.m. Saturday and ends at 12:00 midnight the following Friday.

**ARTICLE 1. GENERAL  
RULE 106 GENERAL PROVISIONS**

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**EFFECTIVE DATE: 07/01/96**

The Judicial Personnel System is established to provide a system of personnel administration that is based on merit principals and designed to promote competitive recruiting and employee selection including appointment based on job-related ability and qualifications, equitable and adequate compensation, fair treatment, and protection against coercion for partisan or political purposes. The granting of any compensation, benefits, and/or leave is contingent upon the availability of funds as determined by the Presiding Judge or designee. The Judicial Personnel System supersedes all previous merit rules and personnel policies which applied to Superior Court employees in Mohave County.

**ARTICLE 1. GENERAL**  
**RULE 107 APPLICABILITY**

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**EFFECTIVE DATE: 07/01/96**

The Judicial Personnel System applies to most positions in the Superior Court. Based on terms of hire, certain provisions may apply to unclassified employees. The Judicial Personnel System does not apply to elected judges, division heads, temporary hires, volunteers, contractors, or contractual employees except as specified in these rules.

**ARTICLE 1. GENERAL  
RULE 108 ADMINISTRATION**

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**EFFECTIVE DATE: 07/01/96**

The Presiding Judge is the Chief Executive Officer of the Superior Court and administers the Judicial Personnel System and any related policies and procedures through the Court Administrator's Office. The Court Administrator is responsible to the Presiding Judge for the accomplishment of all assigned personnel functions.

The Judicial Personnel System shall be construed and administered to provide a uniform and equitable system of personnel administration in the Superior Court. The rules and their provisions shall be followed in a manner which will secure and retain well-qualified employees to carryout Superior Court functions efficiently and effectively. Decisions regarding revisions or additions to these rules shall only be approved by the Presiding Judge.

There is created a Judicial Merit Committee of five (5) persons appointed by the Presiding Judge. No member of the Committee shall hold or be a candidate for any elective or public office. Each Committee member holds office for a term of four (4) years and/or until a successor is appointed and seated. Appointment by the Presiding Judge to fill a vacancy caused by other than an expiration of term shall be for the unexpired portion of the term. Any member of the Committee may be removed by the Presiding Judge for good cause shown.

The Judicial Merit Committee acts in an advisory capacity to the Presiding Judge in matters affecting personnel administration in the Superior Court. The Committee performs such duties and exercises such powers as assigned by the Presiding Judge.

The Judicial Merit Committee will hold meetings at such times and places as specified by a call of the majority or the Chairman. The presence of three (3) Committee members shall constitute a quorum.

The chain of command for the Superior Court is as follows:

**Presiding Judge:** Final level of chain of command; has final authority over personnel actions, disciplinary actions and managerial policies within the Superior Court.

**Division Head:** Intermediate level of chain of command; has primary authority over personnel actions and disciplinary actions, employee performance evaluations, and administrative and operational policies within the division.

**Line Staff:** Under direction of the division head, may be given temporary supervisory authority.

No employee will go outside the chain of command without the express permission of the division head, except if an employee observes or is aware of illegal or immoral behavior by the division head.

Unless, otherwise stated herein, a division head may delegate any authority granted to them in the Judicial Personnel System to a designee of their choice.

**ARTICLE 1. GENERAL  
RULE 110 APPOINTMENT AND TERMINATION OF  
APPOINTED DIVISION HEADS**

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**EFFECTIVE DATE: 07/01/96**

The appointment or termination of an appointed division head shall be made by the Presiding Judge. Termination of an appointed division head may be made without cause and shall be without right of appeal.

**ARTICLE 1. GENERAL**  
**RULE 111 AT-WILL EMPLOYEE ACKNOWLEDGMENT**  
**FORM**

---

**EFFECTIVE DATE: 07/01/96**

The employee handbook describes important information about the Superior Court. I understand that my division head should be consulted regarding any questions not answered in the handbook.

I have entered into my employment relationship with the Superior Court voluntarily and acknowledge that there is no specified length of employment. Accordingly, I understand that the Superior Court can terminate the relationship with or without cause at any time provided there is no violation of applicable federal or state law.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur and that such changes will be communicated to me. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Presiding Judge has the ability to adopt any revisions to the policies in this handbook.

I understand that some policies in this handbook do not apply to me in my capacity as an at-will employee.

Furthermore, I acknowledge that this handbook is neither an employment contract nor a legal document. I have received the handbook and understand that it is my responsibility to review and comply with its policies and any revisions made to it. I also agree to abide by the Code of Conduct in this handbook.

Further, I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic; and that I will faithfully and impartially discharge the duties of my office according to the best of my ability, so help me God (or so I do affirm).

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

**ARTICLE 1. GENERAL  
RULE 112 MERIT EMPLOYEE ACKNOWLEDGMENT FORM**

---

**EFFECTIVE DATE: 07/01/96**

The employee handbook describes important information about the Superior Court. I understand that my division head should be consulted regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur and that such changes will be communicated to me. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Presiding Judge has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither an employment contract nor a legal document. I have received the handbook and understand that it is my responsibility to review and comply with its policies and any revisions made to it. I also agree to abide by the Code of Conduct in this handbook.

Further, I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona; that I will bear true faith and allegiance to the same, and defend them against all enemies, foreign and domestic; and that I will faithfully and impartially discharge the duties of my office according to the best of my ability, so help me God (or so I do affirm).

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

**ARTICLE 2. EMPLOYMENT**  
**RULE 201 EQUAL EMPLOYMENT OPPORTUNITY**

---

**EFFECTIVE DATE: 07/01/96**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Superior Court will be based on merit, qualifications, and abilities. The Superior Court does not discriminate in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration on the basis of race, color, religion, political affiliation, sex, national origin, age, disability, or any other characteristic protected by law.

The Superior Court will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to providing equal employment opportunities to all qualified individuals, the Superior Court is committed to promoting opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their division head. Employees can raise concerns and make reports without fear of reprisal. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

The Judicial Personnel System shall be administered in a manner consistent with federal, state and local laws, rules and regulations concerning equal employment opportunity and affirmative action.

**ARTICLE 2. EMPLOYMENT**  
**RULE 202 NOTICE OF EMPLOYMENT OPPORTUNITIES**

---

**EFFECTIVE DATE: 07/01/96**

All vacancies which are not filled as otherwise provided in these Rules will be filled through competitive recruitment. Announcements of available positions and application procedures will be distributed to all court divisions and posted in all court facilities for a minimum of seven (7) calendar days. External recruitment may be conducted simultaneously.

The announcement should contain the official job classification title, salary, description of work to be performed, acceptable and any special qualifications, the closing date for receipt of applications, application procedures, and other pertinent information as determined by the division head.

**ARTICLE 2. EMPLOYMENT**  
**RULE 203 FILING OF APPLICATIONS**

---

**EFFECTIVE DATE: 07/01/96**

All applicants for employment should prepare and file an application as determined by the division head. Applicants must submit such documents and/or supplemental information as determined by the division head. All required information shall be furnished by applicants at their own expense.

Applications must be received or postmarked by the date prescribed in the position announcement. Applicants are limited to one application per announcement. False statements or claims on the application may disqualify the applicant from consideration. Corrections or supplements to any application on file may be accepted upon approval of the division head.

Issuance or acceptance of an application shall not be construed as incurring an obligation by the Superior Court.

**ARTICLE 2. EMPLOYMENT**  
**RULE 204 EMPLOYMENT APPLICATIONS**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court relies upon the accuracy of information contained in the employment application and/or resume and other information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the Superior Court's exclusion of the individual from further consideration for employment or termination of employment if the person is an employee.

**ARTICLE 2. EMPLOYMENT**  
**RULE 205 TYPES OF EXAMINATIONS**

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**EFFECTIVE DATE: 07/01/96**

Applicants are examined to determine their qualifications and skills to perform the duties of the job. Selection of an applicant as a candidate and/or admittance to an examination should not constitute assurance of a passing rating on any aspect of the examination process. Examinations used in the selection process shall be job-related. Examinations given to job applicants may include but are not limited to the following:

Oral;

Written;

Physical agility and performance skill tests;

Review of application and/or required supplemental information.

All examinations, evaluations, ratings, and other selection devices should be rated impartially. Examinations may be conducted in such locations as the division head deems appropriate. An interview panel may be used during the examination process.

The division head shall establish procedures and take such precautions to ensure the security and confidentiality of examination information and records pertaining to applications and examination processes.

The division head may disqualify an applicant if the person:

Is under indictment for or has been convicted of any crime other than a minor traffic violation;

Lacks the minimum qualifications for the position;

Has a history of less than satisfactory employment;

Uses or attempts to use any undue personal or political influence to secure eligibility;

Makes any false statement and/or attempts to practice deception or fraud in connection with an application or examination;

Is addicted to drugs or other substances which would affect their ability to perform the duties of the job;

Has failed to submit an application correctly or within the prescribed time frame;

Has taken part in any portion of the examination process in which they are competing;

Has failed to appear for a scheduled examination or interview; or

Has otherwise violated provisions of the Arizona Revised Statutes, Rules of Court, or Judicial Personnel System.

**ARTICLE 2. EMPLOYMENT**  
**RULE 208 EMPLOYEE REFERENCE CHECKS**

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**EFFECTIVE DATE: 07/01/96**

To ensure that individuals who join the Superior Court are well qualified and have a strong potential to be productive and successful, employment references of candidates may be checked. If the results of these checks indicate false material fact on the application or unsuitability for employment for any reason, the division head may disqualify the candidate.

**ARTICLE 2. EMPLOYMENT**  
**RULE 209 CRIMINAL BACKGROUND CHECKS/  
FINGERPRINTING**

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**EFFECTIVE DATE: 07/01/96**

Job candidates shall disclose any criminal conviction prior to appointment. A criminal background check may be conducted on candidates and at any time thereafter to ensure that no conflict exists between any criminal conviction and job duties. Criminal background checks may be conducted by the U.S. Department of Justice, Federal Bureau of Investigation, Arizona Department of Public Safety, or any other agency deemed appropriate by the Presiding Judge. Prospective employees may also be fingerprinted as a condition of employment. Only candidates with the highest degree of moral integrity and personal character will be employed and retained by the Superior Court.

**ARTICLE 2. EMPLOYMENT**  
**RULE 210 CONDITIONS OF APPOINTMENT**

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**EFFECTIVE DATE: 07/01/96**

Prior to appointment, candidates must meet and agree to the conditions of employment as specified for a particular position. Failure to meet and agree to these conditions may cause the division head to disqualify the candidate for employment.

**ARTICLE 2. EMPLOYMENT**  
**RULE 211 APPOINTING AUTHORITY**

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**EFFECTIVE DATE: 07/01/96**

A division head may select any candidate that meets the minimum requirements and qualifications of the position. Appointments to positions in the Superior Court shall be made based on demonstrated ability and the required levels of education, knowledge, skill, training and experience.

Appointments to the following positions and classifications shall be by the Superior Court Judge to whom the position reports:

Court Reporter  
Judicial Assistant

Appointments to court positions not listed above, nor referenced in other sections of this handbook, shall be made by the respective division head.

A division head may appoint an employee to one of the following employment categories:

**Regular Full-Time Appointment:** Appointment to a position in which the employee has met the necessary performance criteria and is expected to work a full-time schedule. Employees in this category are generally eligible for the Superior Court's benefit package subject to the terms, conditions, and limitations of each benefit program.

**Regular Part-Time Appointment:** Appointment to a position in which the employee has met the necessary performance criteria and is expected to work less than the full-time schedule but at least twenty (20) hours per week. Regular part-time employees are eligible for some Superior Court benefits subject to the terms, conditions, and limitations of each benefit program.

**Part-Time Employment:** Appointment to a position in which the employee has met the necessary performance criteria and is expected to work less than twenty (20) hours per week. While part-time employees receive legally mandated benefits (i.e. social security and workers' compensation insurance), they are ineligible for other benefit programs.

**Probationary Appointment:** Appointment to a position for a specified length of time to determine whether further employment in a specific position with the Superior Court is appropriate. Employees who satisfactorily complete the six (6) month probationary period will be notified of their new employment classification. Probationary appointments may be extended as needed.

**Temporary Appointment:** Appointment to a position for a specified period of time to temporarily supplement the work force or assist in the completion of a specific project or task. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees may receive legally mandated benefits (i.e. social security and workers' compensation insurance), they are ineligible for other benefit programs.

**Per Diem Appointment:** Appointment to a position in which the employee routinely works either a full-time or part-time shift and accepts additional compensation in lieu of participation in legally mandated benefit programs. Employees participating in this program must sign a waiver of their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited toward any benefit program even if the employee is later assigned to a benefit-eligible category. A change to or from this category must be approved by the Presiding Judge.

**Emergency Appointment:** Appointment to a position for a specified period of time to address an emergency need at the Superior Court. Unlike a temporary appointment, emergency appointments may be made without meeting all job qualifications or examination requirements. No emergency appointment shall be continued for more than thirty (30) days from the date of appointment except upon extenuating circumstances. All extensions of emergency appointments must be approved by the Presiding Judge.

**ARTICLE 2. EMPLOYMENT**  
**RULE 213 HIRING OF RELATIVES**

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**EFFECTIVE DATE: 07/01/96**

The employment of relatives in the same division of the Superior Court may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into daily working relationships.

Relatives of persons currently employed by the Superior Court may be hired only if they will not be working directly for or supervising a relative. Superior Court employees shall not be transferred into such a reporting relationship.

If the relative relationship is established after employment, the division head should develop a proposal to comply with this section within thirty (30) days. In other cases where a conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

Relatives of an employee will not be employed where decisions of compensation and approval of work are made by an immediate family member.

**ARTICLE 2. EMPLOYMENT**  
**RULE 214 IMMIGRATION LAW COMPLIANCE**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court is committed to employing only United States citizens and aliens who are authorized to work in the United States. The Superior Court, however, does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not filed one with the Superior Court within the past three (3) years or if their previous I-9 is no longer retained or valid.

Employees who have questions or seek more information on immigration law issues are encouraged to contact their division head. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

**ARTICLE 2. EMPLOYMENT**  
**RULE 215 DISABILITY ACCOMMODATION**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries may be made only on an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those employees in which there is a bona fide job-related physical requirement. Medical examinations are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all physically impaired employees where their disability affects performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the person's disability.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation in addition to job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to employees on an equal basis.

The Superior Court is committed to not discriminate against any qualified employee or applicant because they are related to or associated with a person with a disability. The Superior Court will follow any state law or local policy that provides persons with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Superior Court is committed to taking other actions as necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable state laws.

**ARTICLE 2. EMPLOYMENT**  
**RULE 216 ACCESS TO COURT SERVICES BY PERSONS**  
**WITH DISABILITIES**

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**EFFECTIVE DATE: 07/01/96**

The following policy on access to court services by persons with disabilities was adopted by the Arizona Supreme Court on October 19, 1992 pursuant to Administrative Order No. 92-32 and represents the Superior Court policy:

The Arizona Supreme Court does not tolerate discrimination in any form against persons with disabilities and intends to fully implement the Americans with Disabilities Act in order to prevent such discrimination. Arizona court facilities, programs and employment opportunities shall be readily accessible to qualified persons with disabilities. When the access needs of persons with disabilities cannot be anticipated, these needs shall be reasonably accommodated upon request.

Persons with disabilities are persons who have a physical or mental impairment that substantially limits one or more major life activities, who have a record of such an impairment or who are regarded as having such an impairment. These persons shall receive particular attention in furtherance of the Supreme Court policy (i.e. Administrative Order 91-40) that all Arizona citizens have access to their court system.

The Superior Court shall provide for auxiliary aids and services to afford persons with disabilities the fullest possible participation in services, programs and employment without fundamentally altering the services or program or incurring an undue financial burden.

**ARTICLE 2. EMPLOYMENT**  
**RULE 217 ACCESS TO PERSONNEL FILES AND**  
**RECORDS**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court establishes and maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, required forms, training records, performance appraisals, documentation of formal disciplinary and grievance actions, salary increases, personnel action forms, and other employment records. Personnel files are maintained by the Court Administrator to protect the privacy of all concerned.

Personnel files are the property of the Superior Court and access to this information is restricted. Generally, only division heads who have a legitimate reason to do so may review information in a personnel file.

Employee medical records are sensitive in nature and may be maintained in a separate, secure, and confidential file. Access to these records is limited.

An employee or designee with written authorization from the employee who wishes to review the personal file should contact their division head. With reasonable advance notice, employees may review their personnel files in the presence of the division head. No information or documents should be removed from the personnel file or altered in any way.

To prevent wrongful disclosure of records pertaining to an employee, all inquiries for information should be referred to the Court Administrator. The Court Administrator may release information to requesting persons upon verification of the person's identity. This information includes verification of employment, job title, current salary, and other information as approved by the Presiding Judge.

**ARTICLE 3. CLASSIFICATION AND COMPENSATION**  
**RULE 301 EMPLOYMENT CATEGORIES**

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**EFFECTIVE DATE: 07/01/96**

It is the intent of the Superior Court to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time since this handbook is neither an employment contract nor a legal document.

Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws. Non-Exempt employees are entitled to overtime compensation under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage laws. An employee's employment category may be changed only upon written notification by the Presiding Judge.

Accordingly, the following classes of Superior Court employees shall be treated as EXEMPT:

- Alternative Dispute Resolution Coordinator
- CASA Coordinator
- Caseflow Manager
- Court Administrator
- Court Automation Systems Manager
- Court Collections Officer
- Court Commissioner
- Court Reporter
- Court Security Coordinator
- Family Counselor-Mediator
- Judge Pro Tempore
- Judicial Assistant
- Law Librarian

All other employees shall be treated as Non-Exempt.

Each employee is also designated as either a Merit employee (i.e. classified) or At-Will employee. Merit employees are entitled to specific provisions as detailed in this handbook. At-Will employees do not have the advantage of these provisions. As such, At-Will employees may be terminated at any time without cause.

Accordingly, the following Superior Court employees or classes of employees will be treated as At-Will:

- Court Administrator
- Court Commissioner
- Court Reporter
- Judge Pro Tempore
- Judicial Assistant

All Superior Court appointments, except temporary and emergency employment categories, are subject to the satisfactory completion of a probationary period. The probationary period is intended to provide new Merit employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and determine whether the new position meets their expectations. The Superior Court uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired Merit employees work on a probationary basis for the first six (6) months after their date of hire. Probationary periods may be extended upon discretion of the division head. Upon satisfactory completion of the initial probationary period, employees are granted a "regular" status employment classification. An employee who fails a probationary period will be dismissed and may not appeal.

Employees who are promoted or transferred to a Merit position within the Superior Court must complete another probationary period of six (6) months with each reassignment to a new position. Any significant absence will automatically extend an probationary period by the length of the absence. The probationary period may be extended for a specified period if the division head determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance.

During the initial probationary period, new Merit employees are eligible for benefits that are required by law (i.e. social security and workers' compensation insurance). They may also be eligible for other Superior Court benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefit program for details on eligibility requirements.

In cases of promotions, voluntary demotions, transfers, reassignments, and reappointments within the Superior Court, a division head may remove an employee from their new Merit position if unsuccessful at any time during the new probationary period. If this occurs, the employee may be allowed to return to their former job if available or to a comparable one for which the employee is qualified, depending on Superior Court needs.

A "job classification plan" should be established and maintained upon approval of the Presiding Judge. The classification plan is a system that defines Superior Court positions and exists as a result of a review of the duties, responsibilities and functions assigned to individual positions. It standardizes job titles and descriptions, each of which includes a range of duties and responsibilities. The position of each employee in the Superior Court is allocated to an appropriate class in the classification plan. The Presiding Judge or designee may establish new job classifications and divide, combine, alter or abolish existing classifications.

Job descriptions exist for each class title and contain a general description of the function; supervision received and exercised; examples of work performed; work contacts; conditions of work; desired knowledge, skills, and abilities; acceptable experience and training; any necessary special requirements; and a disclaimer.

All positions shall be periodically reviewed by the Presiding Judge or designee to reflect changes in duties in order to maintain the currency of the job classification plan.

The language of job descriptions is not all inclusive. Nothing in the establishment and maintenance of the classification plan precludes the division head from making changes to individual position duties or from reassigning personnel in accordance with Superior Court needs.

Changes in salary ranges, the creation of new positions, job reclassifications, and other changes in the classification plan are subject to the approval of the Presiding Judge. Nothing in the establishment and maintenance of the classification plan precludes the Presiding Judge from making changes in individual position duties or reassigning personnel according to Superior Court needs. The effective date of all classification actions shall be the first day of the pay period following such approval.

**ARTICLE 3. CLASSIFICATION AND COMPENSATION**  
**RULE 304 JOB RECLASSIFICATION**

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**EFFECTIVE DATE: 07/01/96**

The term "reclassification" will define a change in the classification of an incumbent position when a substantial and/or permanent change in an employee's job duties or responsibilities occurs to modify the nature and scope of the job.

The evolution of a position from one classification to another occurs as the result of a legitimate Superior Court need and may be initiated by the division head. Such changes in an employee's duties will be treated by the division head as a management decision with budget implications. Approval for job reclassification will be granted through the budgetary process by the Presiding Judge if the division head has substantiated the enhanced service and offered a viable funding mechanism.

Upon reclassification of a position to a class having a higher salary rate, the division head will determine whether the incumbent employee meets the qualifications of the new position. If so, the employee may be allocated to the new position with any necessary adjustment to pay according to the salary plan. If not, the division head shall determine the proper disposition of the employee and the method and means of filling the new position.

Upon reclassification of a position to a class having a lower pay rate, the Presiding Judge or designee will determine where the incumbent falls within the established salary range and make the necessary adjustment in pay according to the salary plan.

Reclassification of a position will not be intentionally used for the purpose of prejudicial or disciplinary promotions or demotions. Employees who feel that a reclassification action was based on these factors should present their case to the Presiding Judge.

Job reclassification should be accomplished during the annual budget process on an organizational and cost basis. If a division head wants to redefine the parameters of a position during the fiscal year, reclassification may be considered by the Presiding Judge provided monies exist to fund the position.

Reclassification actions fall under one of the following categories:

**Reclassification of Incumbent -- Higher Salary Range:** If it is determined that a position should be reallocated to a classification paid at a higher salary range, and if the incumbent employee is able to perform the duties of the higher classification, then the employee will be certified that they meet the acceptable qualifications of the higher classification.

**Reclassification of Incumbent -- Lower Salary Range:** If it is determined that a position should be reallocated to a classification paid at a lower salary range, and if the incumbent employee is able to perform the duties of the lower classification, then the employee will be certified that they meet the acceptable qualifications of the lower classification.

**Reclassification of Incumbent -- Different Classification, Same Salary Range:** If it is determined that a position should be reallocated to a different classification paid at the same range, and if the incumbent employee is able to perform the duties of the different classification, then the employee will be certified that they meet the acceptable qualifications of the different classification.

The division head will notify the employee of any reclassification actions.

ARTICLE 3. CLASSIFICATION AND COMPENSATION  
RULE 306 PROMOTION, DEMOTION, TRANSFER,  
REASSIGNMENT, AND REAPPOINTMENT

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EFFECTIVE DATE: 07/01/96

Superior Court employees may be promoted, voluntarily demoted, transferred, reassigned, or reappointed to ensure effective operations.

**Promotion:** Vacancies in the Superior Court may be filled by promotion. Promotions will be a competitive process.

**Voluntary Demotion:** Employees may be voluntarily demoted through a noncompetitive process provided they meet the acceptable qualifications of the new position.

**Transfers:** Employees may request a transfer to another classification in the same pay range or assume the duties of another position in the same classification in a different division provided they meet the acceptable qualifications of the new position.

**Assignment/Reassignment:** A division head may assign employees to specific duty and work location and make noncompetitive reassignments within their division.

**Reappointment:** An employee may be reappointed to a different position as needed.

**Effective Date:** Promotions, voluntary demotions, transfers, reassignments, and reappointments are subject to the approval of the Presiding Judge. The effective date of all promotions, voluntary demotions, transfers, reassignments, and reappointments shall be the first day of the pay period following such approval.

A "salary plan" which is directly related to the classification plan exists and is maintained to provide equal pay for equal work. The salary plan consists of numbered salary ranges. Each job class in the classification plan is assigned a range.

The range is determined by the relative level and duties of the job class, salary paid for comparable positions in the Superior Court in other Arizona counties, existing financial resources, and other relevant factors. Periodic changes or adjustments may be made to maintain the salary plan.

All Superior Court employees will be paid at a rate set forth in the salary plan for the class to which the employee's position is allocated except as otherwise specified in the Judicial Personnel System. The existing rate of any employee will not be increased above the maximum of the scheduled pay range except as a result of any pay increase for longevity, promotion or job reclassification.

New employees will normally be hired at a pay rate up to the midpoint of the salary range assigned to the position. When warranted, new employees may be hired at a pay rate greater than the midpoint upon approval of the Presiding Judge.

Employees who are promoted to a classification or position with a higher rate or range may be placed in the new higher rate or range which is at least equal to a pay advancement of one step over that held in their former position. Upon the effective date of promotion, the employee will be assigned a new anniversary date.

Any employee who is demoted to a position with a lower pay rate or range may be reduced to the rate or range in the lower position as follows:

1. Nondisciplinary demotions may be assigned to the pay rate the employee would have achieved in the lower position if the employee's service had been continuous in the lower position based on the original hire date. There will be no change in the anniversary date.
2. Disciplinary demotions may be assigned a pay rate in the lower position that is at least one pay rate less than that received by the employee in the position from which demoted. The employee will be given a new anniversary date effective upon the demotion date.

Regular employees transferred from one position or classification to a different one having the same or substantially similar duties and pay rate will be compensated at an unchanged rate and with an unchanged anniversary date. Employees transferred to other positions having a lower or higher rate or range will be treated in accordance with the promotion or demotion provisions of this section.

Reinstated employees are eligible for reinstatement at a salary up to the amount

attained prior to separation.

If an employee is reassigned, they will retain the same salary level held prior to the reassignment.

Temporary and emergency appointments are temporary assignments and changes in pay will be determined by the Presiding Judge.

**ARTICLE 3. CLASSIFICATION AND COMPENSATION**  
**RULE 308 SALARY ADJUSTMENTS**

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**EFFECTIVE DATE: 07/01/96**

Employees who have satisfactorily completed the initial probationary period or if regular employees, have demonstrated successful job performance as recommended in writing by the division head, will receive a percentage within range salary increase as defined in the compensation policy approved for that fiscal year.

Upon request of the division head, the Presiding Judge may approve an upward salary adjustment in unusual circumstances provided no other compensation policy applies.

Subject to funding and other conditions, regular employees may receive merit increases for documented sustained superior performance. No salary increase will cause any employee to exceed the maximum compensation level in the range for the classification in which employed.

Salary level adjustments are subject to the approval of the Presiding Judge. The effective date of all salary level adjustments shall be the first day of the pay period following such approval.

**ARTICLE 3. CLASSIFICATION AND COMPENSATION**  
**RULE 309 PERFORMANCE APPRAISALS**

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**EFFECTIVE DATE: 07/01/96**

in conjunction with division heads, the Court Administrator will develop and maintain an employee performance appraisal system by which employees are evaluated at regular intervals. Performance appraisals may be used to determine training and education needs, salary level adjustments, order of layoff, promotions, demotions, transfers, reassignment, reappointment, and dismissals.

Probationary employees will receive a performance evaluation at the end of the probationary period. Regular employees will be evaluated annually.

**ARTICLE 3. CLASSIFICATION AND COMPENSATION**  
**RULE 310 PAY PERIODS**

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**EFFECTIVE DATE: 07/01/96**

There are twenty six (26) pay periods per year. Each pay period will be two (2) weeks in length. A pay period begins at 12:01 a.m. Saturday and ends at 12:00 midnight the second Friday thereafter.

All employees are generally paid on the Friday following the end of each pay period. Employee paychecks will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

**ARTICLE 3. CLASSIFICATION AND COMPENSATION**  
**RULE 311 ADMINISTRATIVE PAY CORRECTIONS**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay on the paycheck, the employee should promptly notify their division head of the discrepancy so that corrections can be made.

**ARTICLE 3. CLASSIFICATION AND COMPENSATION**  
**RULE 312 PAYROLL DEDUCTIONS AND SETOFFS**

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**EFFECTIVE DATE: 07/01/96**

The law requires that the Superior Court make certain payroll deductions from every employee's compensation. Amounts withheld include applicable federal, state, and local income taxes. The Superior Court must also deduct social security taxes on each employee's earnings up to a specified limit (i.e. social security wage base). Employees must complete the necessary forms to add, modify, or eliminate deductions.

The Superior Court offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Payroll setoffs are pay deductions taken by the Superior Court, usually to help pay off a debt or obligation (e.g. garnishment, court-ordered deductions, etc).

Employees should contact their division head if they have questions concerning why deductions were made from their paycheck or how they were calculated.

**ARTICLE 3. CLASSIFICATION AND COMPENSATION**  
**RULE 313 TIMEKEEPING**

**EFFECTIVE DATE: 07/01/96**

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Accurately recording time worked is the responsibility of each employee. Federal and state laws require the Superior Court to keep an accurate record of time worked in order to calculate employee pay and benefits. This amount reported involves time actually spent performing assigned job duties.

Non-Exempt employees should accurately record the time they begin and end work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

An employee found to be altering, falsifying, or tampering with timesheets or recording time on another employee's time record will be subject to disciplinary action up to and including termination of employment.

It is the employee's responsibility to sign their time record to certify the accuracy of all time recorded. The division head will review and sign the timesheet before submitting it for payroll processing. If corrections or modifications are made to the timesheet, both the employee and the division head must verify the accuracy of the changes by signing the timesheet.

Employees may be scheduled to work overtime hours when operating requirements or other needs cannot be met during regular working hours. The Fair Labor Standards Act (FLSA), a federal law enacted in 1938 governs eligibility for overtime compensation. In February 1985, the U. S. Supreme Court ruled that local governments are covered by the FLSA. Superior Court employees are subject to receive overtime compensation if they are Non-Exempt from the provisions of the FLSA. Employees in positions not eligible to receive overtime compensation are considered Exempt from the provisions of FLSA.

It is the Superior Court's policy to compensate its employees appropriately for all hours worked and adhere to the provisions of the FLSA in defining hours worked, what constitutes overtime, and how to properly calculate overtime. This policy supersedes all other policies issued on overtime and establishes a policy concerning individual employee status under the provisions of the FLSA.

**Coverage of the FLSA:** The FLSA applies only if there is an employment relationship. The act defines "employer" to include "any person acting directly or indirectly in the interest of an employer in relation to an employer." Not all persons performing work for the Superior Court however are considered to be employees subject to FLSA's requirements. "Noncovered" employees include elected officials, employees whose salaries are set by statute, At-Will employees, independent contractors, interns, and volunteers.

**Determination of Exempt or Non-Exempt Status:** Exempt status is based on the duties and responsibilities of each individual position. An employee may be exempt from receiving overtime for hours worked in excess of 40 per week if they fit into one the "white collar" exemptions for executive, administrative or professional classifications. A list of Exempt and Non-Exempt personnel under FLSA has been established for Superior Court employees and is available in this handbook.

**Overtime for Non-Exempt Employees:** The FLSA requires that any hours worked in excess of forty (40) hours in a work week by a Non-Exempt employee is considered overtime. Non-Exempt employees required to work over forty (40) hours per week will be compensated at the rate of time and a half for hours worked in the established work week. Compensation may be either monetary remuneration or compensatory time (i.e. "comp time.") When this policy refers to compensation for employees, it does not distinguish between compensatory time and money but refers to both.

**Overtime for Exempt Employees:** Exempt employees will not receive overtime pay or compensatory time due to the nature of their work, responsibilities and compensation. The employees in these classes are expected to know and understand the work and time required of them and will be allowed reasonable

flexibility in planning and accomplishing work assignments.

**Hours Worked:** Determining what constitutes "hours worked" under the FLSA is essential to understanding the Superior Court's obligation to compensate for overtime. The FLSA defines employment very broadly to include all hours in which an individual is "offered or permitted to work." The U.S. Supreme Court has made it clear that hours worked include time spent in "physical or mental exertion (whether burdensome or not) controlled or required by the employer and pursued necessarily and primarily for the benefit of the employer and his business."

In general the term "hours worked" includes all time during which an employee is required to be at the Superior Court or some other prescribed work place and is "suffered or permitted" to work. If the division head knows or believes that an employee is performing work, that work must be counted as hours worked, whether the employee volunteered to do the work, work is done during regularly scheduled or unscheduled hours, or performed on or off Superior Court premises.

**Approval of Overtime:** Overtime work must be previously authorized and approved by the division head. Overtime as a regular practice however will not be allowed. Overtime will be allocated as evenly as possible among employees qualified to do the work. While preference may be given to employees who volunteer, all employees may be required to work some overtime.

Non-Exempt employees covered by FLSA must be compensated for all hours worked and may not waive their rights. An employee who disregards this policy must be paid overtime according to law but will be subject to disciplinary action up to and including termination of employment.

**Work Week:** The established work week for Superior Court employees begins at midnight Saturday morning and ends at midnight Friday night. Overtime hours are defined as those hours in which an employee is required or permitted to work in excess of forty (40) hours in a work week. Leave, holidays and other absences, paid or otherwise, do not count toward the forty (40) hour work week for determining the number of overtime hours. Flexible scheduling remains the prerogative of the division head. The work week may be adjusted accordingly.

**Holiday Pay:** The FLSA does not concern itself with holiday pay since it only requires hours actually worked to be paid. Holiday pay will continue to be covered by Superior Court policy in accordance with state statutes.

**Lunch Period:** Non-Exempt employees will receive a work-free lunch period. To assure that employees do not have an interrupted lunch period, division heads should encourage employees to leave their work station during lunch periods. Answering a telephone constitutes an interruption of a work-free lunch period.

**On-Call or Standby Duty:** Superior Court divisions may require employees to be on standby duty in designated job classifications. On-call or standby time, including times where the employee must use a pager or leave word where they can be reached, will not be counted as hours worked. If the employee is actually called to perform work, time spent responding to that call will be considered work time.

**Travel Time:** Whether travel time is counted as hours worked depends upon the type of travel. Ordinary commuting travel between home and work before or after regular working hours is not counted as hours worked under FLSA. However, the home to work travel of a Non-Exempt employee who has gone home after completing work and is subsequently called back to handle an emergency will be counted as hours worked.

Out of town travel time will be counted as hours worked. Exceptions are if travel to attend a lecture, meeting or training program is outside the employee's regular working hours; attendance is voluntary; the training program is not directly related to the employee's job; and/or the employee does not perform productive work while attending the training program.

Training that is considered to be "directly related to the employee's job" and is intended to enhance the employee's current job performance is compensable. The training time need not be counted as hours worked however if the program is designed to facilitate advancement to a higher position and does not improve the employee's ability to handle their current job. This determination may be based on whether participation is voluntary, is outside regular working hours, and does not result in the performance of productive work.

**Occasional or Sporadic Work:** An employee should not do work for the Superior Court that is in addition to their regular assignments without prior approval of the division head. Upon authorization, the division head must add those additional hours to the employee's regular work hours to determine overtime compensation. According to FLSA, there are a limited number of exceptions to this general rule. The following four rules must be met to use this exception:

- a) The additional work must be part-time. An employee cannot hold two full-time jobs with the Superior Court in the same work week or work period unless the hours worked in the two jobs are totaled in determining the employee's overtime compensation.
- b) The additional work can be done only on an occasional or sporadic basis. If the work is occasional (i.e. work performed in connection with seasonal activities), it may be excludable even if regularly scheduled. If the additional work however does not occur on an occasional or seasonal basis, it must be sporadic.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 401 EMPLOYEE BENEFITS**

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**EFFECTIVE DATE: 07/01/96**

Eligible Superior Court employees are provided a wide range of benefits. Several programs (i.e. social security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. No benefits or leaves of absence are intended to confer any rights, privileges or entitlements to employees.

Benefits eligibility is dependent upon a variety of factors including employee classification. Your division head can identify the programs for which you are eligible. Details of some of these programs can be found elsewhere in this handbook.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Benefit Conversion at Termination (COBRA)
- Child Care
- Combined Sick and Vacation Leave
- Credit Union
- Dental Insurance
- Drug or Alcohol Rehabilitation Program
- Education Assistance
- Employee Assistance Program
- Employee Health Program
- Flextime Scheduling
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Medical Insurance
- Military Leave
- Payroll Deduction for Optional Benefits
- Retirement Plan
- Short-Term Disability
- Tax Deferred Savings Plan
- Travel Allowances
- Voting Time Off
- Wellness Program
- Witness Duty Leave

Some benefit programs require employee contributions but most are fully paid by the Superior Court.

Eligible employees and their dependants may receive group insurance coverage which may include medical insurance, dental insurance, life insurance, and/or additional insurance plans. Employees may be required to share the cost of insurance.

**Eligibility:** Eligible employees must work at least thirty-two (32) hours per week to secure and retain insurance coverage. Employees who work less than thirty-two (32) hours per week for three (3) consecutive weeks will have their insurance coverage cancelled. Temporary or emergency status employees are not eligible for group insurance benefits.

**Enrollment:** An eligible employee electing insurance coverage must enroll within the first fifteen (15) days of appointment or wait until the next annual Open Enrollment Period to obtain insurance coverage. Insurance coverage becomes effective as provided in the insurance policy.

**Open Enrollment:** Open Enrollment for group insurance is held at least once a year. Open Enrollment is the only time an employee may change coverage except for a change in family status (i.e. marriage, divorce, death, birth or adoption of child, and change in employment status). Status changes must be made within thirty (30) days of the occurrence on appropriate forms.

**Leave Without Pay:** Except as provided in the Family and Medical Leave Act of 1993 (FMLA), an employee on leave without pay who wants to continue coverage under a group insurance program must submit a leave of absence insurance form before such leave. The employee is required to pay the full premium cost including both the employee's and employer's share.

An employee on a leave of absence without pay may cancel the insurance coverage. Upon return from such leave, the employee must wait for the next scheduled Open Enrollment period to secure coverage.

**Cancellation of Coverage:** An employee may cancel any insurance coverage during Open Enrollment except basic life insurance. Dependent insurance coverage may be cancelled due to a change in family status (i.e. marriage, divorce, death, birth or adoption of child, and employment termination) within thirty (30) days of the date of occurrence. Insurance coverage ends on the last day of the month in which it is cancelled.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 403 CONTINUATION OF BENEFITS (COBRA)**

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**EFFECTIVE DATE: 07/01/96**

The Federal Comprehensive Omnibus Budget Reconciliation Act of 1986 (COBRA) gives employees and their qualified dependants the opportunity to continue group health insurance coverage when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee pays the full cost of coverage at the Superior Court's group rate plus an administration fee.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 404 SHORT TERM DISABILITY PROGRAM**

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**EFFECTIVE DATE: 07/01/96**

Employees, except temporary or emergency employees and probationary and regular employees hired prior to January 1, 1994, scheduled to work at least thirty two (32) or more hours per week who have completed one year of continuous service are eligible to participate in the Short Term Disability Program (STD). Short term disability provides income replacement at 60% of base salary for personal illness or injury starting on the eighth continuous full calendar day of disability and may extend through the end of the sixth month.

Employees may supplement their disability payment with EIB credits, compensatory time, and PTO leave up to 100% of their base salary. Employees must submit a physician's verification, STD application, and other required forms. Employees on short term disability are not eligible to accrue PTO leave.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 405 WORKERS' COMPENSATION**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court provides a comprehensive workers' compensation insurance program at no cost to all employees through the Arizona Counties Insurance Pool. This program covers any injury or illness sustained during employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or immediately if the employee is hospitalized.

Employees who sustain work-related injuries or illnesses should promptly inform their division head. An on-the-job injury should be reported immediately no matter how minor the incident. This action will enable an eligible employee to qualify for immediate coverage.

Medical benefits will be provided beginning the first full day of disability. Benefits will be paid beginning on the eighth (8th) day of disability. If time lost due to injury or illness exceeds the fourteenth (14th) day of disability, payments will also be provided for the first seven (7) days of disability. The amount paid will be up to sixty-six and two-thirds percent (66 $\frac{2}{3}$ %) of the employee's gross monthly salary.

An employee unable to work due to an on-the-job injury or illness may be granted leave up to ninety (90) days. If the employee is unable to return to work, the division head may require medical documentation. An employee may use EIB credits, compensatory time, and PTO leave to supplement workers' compensation benefits. While on paid leave, a portion of the employee's insurance premiums will continue to be paid.

An employee on non-FMLA related worker's compensation leave may be laid off if such action is necessary to ensure normal business operations and service to the public.

An employee may return to work with a written release by the workers' compensation physician. The employee should notify their division head of their intent to return to work as soon as possible. Employees who are not yet able to perform regularly assigned duties, may be assigned modified duty assignments for a specified time period. If no modified duty assignments are available in the employee's division, the division head may try to identify a modified assignment in another division.

Medical examinations may be required to determine the employee's medical status and ability to return to their regular duty assignment. If an employee is unable to return to regular duty, the division head may reassign the employee to another court position. This reassignment may involve a change in classification and pay. If no position is available, the division head may separate the employee through layoff.

Neither the Superior Court nor the insurance carrier are liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 406 EDUCATION ASSISTANCE**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court recognizes that the skills and knowledge of its employees are important to the organization's success. The education assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Superior Court.

The Superior Court will provide education assistance in the form of a reimbursement to all eligible employees immediately upon assignment to an eligible employment classification. The Superior Court may reimburse an employee up to 50% of the full cost for any tuition expenses. An employee may be reimbursed for the partial cost of other school-related material or activity if such education or training furthers improvement in job skills.

The employee must achieve a "C" grade or better, or a "Pass" in a Pass/Fail class to be eligible for reimbursement. Courses must be taken for credit and cannot be audited.

Employees wishing to take advantage of this program must submit a written request to their division head indicating the course they want to take and expected cost. If possible, the employee should attach a course description to the request. This request must be submitted at least four (4) weeks prior to the start of the class. If approved, the division head should forward this request to the Presiding Judge for final approval.

Employees must remain on the active payroll and be performing their job satisfactorily through completion of each course to maintain eligibility. Employees in the following employee classification(s) are eligible for educational assistance:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Individual courses or those that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable future position in the Superior Court to be eligible for education assistance. The division head has sole discretion in determining whether a course relates to an employee's current or future job duties. Employees should contact their division head for more information or questions about education assistance.

While education assistance is expected to enhance an employee's performance and professional abilities, the Superior Court cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment or classification, or salary increase. The Superior Court invests in education assistance for employees with the expectation that the investment will be

returned through enhanced job performance.

If an employee voluntarily separates from the Superior Court within one (1) year of the last education assistance payment, the payment amount may be considered a loan. Accordingly, the employee may be required to repay up to one hundred percent (100%) of the original education assistance payment.

The Superior Court may provide child care assistance to all eligible employees as a benefit of employment. Eligible employee classifications are:

Regular full-time employees  
Regular part-time employees  
Probationary employees

The following is a brief description of child care assistance that may be provided when feasible:

**Flextime Scheduling:** Employees may vary their work schedules within employer-defined limits to better accommodate child care responsibilities.

**Flexible Leave:** The Superior Court recognizes that the fulfillment of child care responsibilities provides a compelling reason for leave requests. When feasible, employee needs will be accommodated.

**Job-Sharing:** Two or more part-time employees may split what would ordinarily be a single full-time position.

**Paid Time Off (PTO) Leave Benefits:** Employees may use accrued leave benefits in the event of the illness of their child.

**Telecommuting:** Employees who receive prior approval from their division head may work out of their homes on certain days to accommodate child care needs.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 408 PAID TIME OFF (PTO) LEAVE**

**EFFECTIVE DATE: 07/01/96**

The Superior Court provides paid time off (PTO) leave to all eligible employees for recovery from personal illness or injury, personal business, medical and dental appointments, and vacation. Employees in the following classification are eligible to earn and use leave:

Regular full-time employees  
Regular part-time employees  
Probationary employees

Eligible full-time employees will accrue leave benefits at the following rate:

**Leave Accrual Schedule**

<b><u>Years of Continuous Service</u></b>	<b><u>Hours Per Pay Period</u></b>
1	5.230
2	5.538
3	5.846
4	6.153
5-7	6.769
8-9	7.076
10-11	7.384
12-14	7.692
15 and over	8.307

Eligible part-time employees will accrue prorated leave benefits at the following rate:

<b><u>Hours Per Pay Period Regularly Scheduled</u></b>	<b><u>Percent of Regular Accrual</u></b>
40 but less than 48	50%
48 but less than 56	60%
56 but less than 64	70%
64 but less than 72	80%
72 but less than 80	90%

Once employees enter an eligible job classification, they begin to earn leave according to the leave accrual schedule. They can use PTO leave after completion of a six (6) month probationary period. PTO leave will accrue during any approved leave of

absence with pay or suspension with pay. PTO leave will not accrue during any leave of absence without pay or when an employee is receiving short-term disability benefits. PTO leave cannot be advanced to an employee.

PTO leave will not be charged against an employee's accrued leave balance for an authorized holiday which occurs while an employee is using such leave.

Paid leave can be used in minimum increments of one-half ( $\frac{1}{2}$ ) hour. Employees must request prior approval from their division head to use leave. Requests will be reviewed based on several factors including Superior Court needs and staffing requirements. A division head may postpone or deny an employee's request for PTO leave for good cause. All leave used should be properly recorded.

Eligible employees may use leave for an absence due to their own illness or injury or that of an immediate family member. Special consideration may be given to any other person whose association with the employee is similar to any of the above relationships. Employees who cannot report to work due to illness or injury should notify their division head pursuant to existing policy. The employee should also contact their division head on each additional day of absence.

If an employee is absent for three (3) or more consecutive days due to illness or injury, the division head may request a physician's statement verifying the disability. If the statement provided is determined to be inadequate, the absence may be considered leave without pay.

As an additional condition of eligibility for leave benefits, an employee on an extended leave of absence must apply for any other available compensation and benefits (i.e. workers' compensation). PTO leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or Superior Court disability insurance programs. The combination of any such disability payments and leave benefits cannot exceed the employee's normal weekly earnings.

An employee who exhausts or anticipates exhausting their accrued leave may be eligible for leave under provisions of the Family and Medical Leave Act (FMLA) of 1993.

In the event that accrued leave is not used by the end of the benefit year, employees may carry unused leave forward to the next year. During a benefit year, PTO leave accruals may exceed two hundred and forty (240) hours per employee. At the end of the calendar year, however, only two hundred and forty (240) hours of PTO leave will be carried forward to the new calendar year. Accrued hours in excess of this amount are forfeited.

Unused leave will not be paid to employees while they are with the Superior Court. An employee who transfers from the Superior Court to Mohave County or vice versa will retain any accumulated PTO leave. Upon termination of employment, employees will be paid for unused leave that has been earned through the last day of

work at their current salary rate. Employees who do not complete their probationary period will forfeit accrued PTO leave.

If employees are not allowed to use PTO leave before the end of a benefit year due to an emergency situation, accruals in excess of the two hundred and forty (240) limit may be temporarily carried over upon approval of the Presiding Judge.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 409 COMPENSATORY LEAVE**

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**EFFECTIVE DATE: 07/01/96**

Compensatory leave is credited for hours worked in excess of an employee's normal work week. The Superior Court has implemented this policy in accordance with the Fair Labor Standards Act (FLSA).

Non-Exempt employees will be paid overtime or given compensatory leave at the rate of time and a half for all hours worked in excess of forty (40) hours in one (1) week. The division head will determine if the excess hours will be compensated by overtime or compensatory leave. Non-Exempt employees should use compensatory leave within the next pay period immediately following the week when the overtime was worked. If a Non-Exempt employee cannot take time off during that time period, they will be paid overtime in the next available payroll period. Employees should use all accumulated compensatory leave before taking PTO leave.

Compensatory leave must be previously approved by the division head. Setting general "comp time" policy guidelines and resolving any disagreements is the responsibility of the division head.

An employee who has unused compensatory leave at the time of separation will receive payment for compensatory leave hours accrued through the pay period in which the effective date of separation occurs.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 410 MANAGEMENT LEAVE**

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**EFFECTIVE DATE: 07/01/96**

An Exempt employee who must work extraordinary hours in unusual circumstances may be authorized management leave up to three (3) days at any one time upon approval of the division head.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 411 HOLIDAYS**

**EFFECTIVE DATE: 07/01/96**

The Superior Court provides holiday time off to all eligible employees on the following holidays:

New Year's Day (January 1)  
Martin Luther King, Jr. Day (Third Monday in January)  
Presidents Day (Third Monday in February)  
Memorial Day (Last Monday in May)  
Independence Day (July 4)  
Labor Day (First Monday in September)  
Columbus Day (Second Monday in October)  
Veterans Day (November 11)  
Thanksgiving (Fourth Thursday in November)  
Christmas (December 25)

Employees in the following classifications are eligible for holidays:

Regular full-time employees  
Regular part-time employees  
Probationary employees

Paid holiday time off is granted to all eligible employees immediately upon assignment to an eligible job classification. Holiday pay will be calculated based on the employee's straight-time hourly pay rate on the date of the holiday times the number of hours the employee would otherwise have worked that day. Regular part-time employees will be paid a prorated number of hours based on a percentage of the full time equivalent (i.e. FTE).

If a holiday falls during an eligible employee's paid absence (e.g. vacation), holiday pay will be provided instead of the paid time off benefit that would have otherwise applied. A holiday that falls on a Saturday will be observed on the preceding Friday. One that falls on a Sunday will be observed on the following Monday.

Exempt employees required to work on a holiday will receive compensatory leave equivalent to the number of hours actually worked. Non-Exempt employees required to work on a holiday will receive compensation at a rate of one and a half (1½) times the actual hours worked if the employee has worked forty (40) hours during the week. Paid time off for holidays will not be counted as hours worked to determine overtime.

No work should be scheduled by an employee on a holiday unless previously approved by the division head. Holiday work should only be scheduled to meet an emergency or unusual and extraordinary circumstance or where the Superior Court's operation cannot be interrupted by observance of the holiday.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 412 BEREAVEMENT LEAVE**

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**EFFECTIVE DATE: 07/01/96**

If an employee wishes to take time off due to death of an immediate family member, the employee should immediately notify their division head. Although no specific bereavement leave policy exists, employees may use their PTO leave for this purpose.

Up to three (3) days paid leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Upon request, leave may be extended for two (2) more working days in extenuating circumstances.

Approval of PTO leave will occur in the absence of unusual operating requirements. An employee may use any accrued leave for additional time off upon approval of the division head.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 413 JURY DUTY**

**EFFECTIVE DATE: 07/01/96**

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The Superior Court encourages employees to fulfill their civic responsibilities by serving on jury duty when required. An employee summoned for jury duty should appear as required and receive civic duty leave with pay.

Jury duty pay will be calculated based on the employee's current pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employees summoned for jury duty should be paid their regular salary provided they remit jury fees to the division head for deposit with Mohave County. Mileage, food, and lodging amounts may be kept by the employee. An employee on jury duty during regularly scheduled time off or on PTO leave or leave without pay may keep any monies paid to them. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Employees must show the jury duty summons to their division head within two (2) working days of receipt so that the division head can make arrangements to accommodate the employee's absence. An employee is expected to report for work whenever the court schedule permits. An employee is not required to return to work if the employee cannot respond to a call to return to jury duty with timeliness or arrive at work at least one (1) hour before the end of the regularly scheduled work shift.

The division head or employee may request an excuse or postponement from jury duty if the division head believes the employee's absence would cause serious disruption of Superior Court activities.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 414 WITNESS DUTY**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court encourages employees to appear in court for witness duty when subpoenaed. An employee subpoenaed to appear as a witness will be entitled to civic duty leave with pay when it relates to county business. The division head may authorize civic duty leave for an employee that has been subpoenaed. Employees must show the subpoena to their division head within two (2) working days of receipt so that they can adjust operating requirements where necessary to accommodate the employee's absence. An employee is expected to report for work whenever the court schedule permits.

An employee who has been subpoenaed to appear as a witness before any judicial, executive, or legislative tribunal due to the employee's personal, commercial, or business transaction or conduct or misconduct is not entitled to witness duty pay.

An employee who is paid a fee for an appearance as an expert witness while on civic duty leave must remit such fee to Mohave County or take PTO leave.

The Extended Illness Bank (EIB) exists to acknowledge an employee's accumulated sick leave hours at the time the paid time off (PTO) policy was implemented. Accumulated sick leave hours have been deposited into the EIB for employees who work twenty (20) hours or more per week. No additional time will be accrued or deposited in the EIB.

**Use of EIB:** EIB may be used in the case of illness or injury suffered by an employee or employee's immediate family member only after using at least four (4) consecutive PTO days for the same illness or injury. EIB may also be used for illness, injury or death of a member of the immediate family which requires the employee's assistance or care. EIB may be used to supplement short term disability (STD) payments up to 100% of the employee's salary.

**Leave Request:** Requests to use EIB should be promptly submitted to the division head. Division heads may request submission of documents substantiating the need for use of such credits. Division heads may deny requests for EIB credits if the documentation is inadequate or it is determined that that request is invalid. The division head should ensure that all EIB credits used are properly recorded. Employees may only use EIB credits as provided and may be disciplined for misuse or abuse of EIB privileges.

**Disposition of Accrued Leave:** An employee who transfers from the Superior Court to Mohave County or vice versa will retain any EIB credits. An employee who separates from the Superior Court may be reimbursed for unused EIB credit hours at a rate of three dollars (\$3.00) per hour of EIB credits up to one hundred (100) hours. This reimbursement is dependent upon the employee having been with the Superior Court and/or Mohave County for five (5) continuous years and the employee providing the Superior Court with ten (10) working days notice of separation.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 416 TIME OFF TO VOTE**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court encourages employees to fulfill their civic responsibilities by exercising the right to vote at all public elections. In general, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during non-working hours, the Superior Court will grant up to one (1) hour of PTO leave to vote.

Employees should request time off to vote from their division head. Advance notice is required so that the leave can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 417 MILITARY LEAVE**

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**EFFECTIVE DATE: 07/01/96**

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. Armed Services. An employee requesting military leave should provide their division head written notification in advance of the absence and a copy of the employee's military orders.

Military leave taken should be counted as credited service for leave accrual. Active military service of an employee returning to the Superior Court is not a break in service and will not be counted as credited service.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, employee benefits to which they are normally entitled will be provided by the Superior Court for the full term of the military leave of absence provided the employee previously notifies the division head.

Employees on active or inactive duty training assignments or drills are expected to return to work for the first regularly scheduled shift after the end of training, allowing for reasonable travel time. Employees on extended military leave must apply for reinstatement in accordance with all applicable federal and state laws.

Every reasonable effort will be made to return an eligible employee to their previous position if available or a comparable one for which the employee is qualified. The Superior Court cannot guarantee reinstatement in all cases. Employees returning from military leave will be treated as though they were continuously employed for purposes of determining benefits based on length of service, (i.e. rate of PTO leave accrual and job seniority rights).

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 418 EDUCATION LEAVE**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue course work that is applicable to their job duties. Employees in the following classifications are eligible to request education leave as described in this policy:

Regular full-time employees  
Regular part-time employees  
Probationary employees

Eligible employees may request education leave for a period of up to three (3) months every year. Requests will be evaluated based on a number of factors including anticipated workload requirements, staffing considerations during the proposed leave of absence, and the relevance of the educational program to Superior Court needs.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits to which they are normally entitled will be provided to Superior Court employees on education leave.

PTO Leave accruals may be suspended during the education leave and will resume upon the employee's return to active employment.

When an educational leave ends, every reasonable effort will be made to return an eligible employee to their previous position if available or a comparable one for which the employee is qualified. The Superior Court cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the end of the approved education leave period, the division head will assume that the employee has resigned.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 419 FAMILY AND MEDICAL LEAVE ACT (FMLA)**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or care for a child, spouse, or parent with a serious health condition in accordance with the Family and Medical Leave Act of 1993. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy if employed for at least twelve (12) months and have worked at least one thousand, two hundred and fifty (1,250) hours during the twelve (12) month period preceding the leave period.

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Eligible employees should make requests for family leave to their division heads at least thirty (30) days in advance of the foreseeable leave period and as soon as possible for unforeseeable events. The final decision regarding the request for leave is made by the division head.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent must submit a health care provider's statement verifying the need for a leave to provide care, the beginning and expected ending dates, diagnosis, and the estimated time required. If employees do not provide a verification statement within the applicable time frame, the division head may deny the leave.

Eligible employees may request up to a maximum of twelve (12) weeks of family leave within any twelve (12) month period. Any combination of family and medical leave may not exceed this maximum limit.

Employees are required to use PTO leave, compensatory time, and EIB credits before taking unpaid family leave. Spouses who are both employed by either the Superior Court and/or Mohave County are restricted to a combined total of twelve (12) weeks family leave within any twelve (12) month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of applicable plans, the Superior Court will continue to provide health insurance benefits for the full period of the approved family leave. Coverage may be discontinued if the division head determines that an employee does not intend to return to work. If an employee does not return to work upon completion of an approved unpaid leave of absence, the division head may recover from the employee the costs of payments made to maintain the employee's

health coverage. An exception is if the failure to return to work is due to reasons beyond the employee's control.

PTO leave will not accrue during the family leave but will resume upon return to active employment.

Employees on an approved family leave of absence may not work for any other employer during that leave.

Employees on approved family leave are expected to report to their division head on their status and intent to return to work. In an effort to schedule an employee's return to work, an employee on family leave is requested to provide their division head with at least two (2) weeks advance notice of the date they intend to return to work. When a family leave ends, the employee will be reinstated to the same position if available or to a comparable position for which the employee is qualified. Employees must provide certification of their ability to perform the duties and functions of their job.

If an employee fails to report to work at the end of the approved family leave period, the division head will assume that the employee has resigned.

The Superior Court provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions. The granting of such medical leave will be coordinated with the family leave provisions of this handbook.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Eligible employees should make requests for medical leave to their division head at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the division head. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of twelve (12) weeks within any twelve (12) month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved leave proves insufficient, consideration may be given to a request for an extension. Employees will be required to first use any accrued PTO leave before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of applicable plans, the Superior Court will continue to provide health insurance benefits for the full period of the accrued medical leave. At that time, employees will become responsible for the full cost if they wish to continue coverage. When the employee returns from medical leave, benefits will be reinstated by the Superior Court according to the applicable plans.

PTO leave will not accrue during the medical leave but will resume upon return to active employment.

Employees on approved medical leave are expected to report to their division head on their status and intent to return to work in an effort to schedule an employee's return to work. An employee on medical leave is requested to provide their division head with at least two (2) weeks advance notice of the date they intend to return to work. When a medical leave ends, the employee will be reinstated to the same position if available or a comparable one for which the employee is qualified. Employees must provide certification of their ability to perform the duties and functions of their job.

If an employee fails to report to work at the end of the approved medical leave period, the division head will assume that the employee has resigned.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 421 MATERNITY AND PATERNITY LEAVE**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court does not discriminate against an employee who requests leave for maternity or paternity associated with a pregnancy or upon birth or arrival of an adopted child. Employees may use accrued PTO leave this purpose.

If PTO leave accounts are exhausted, an unpaid leave of absence may be requested under the FMLA policy. An employee who wishes to request unpaid leave beyond the limits of the FMLA policy must obtain prior approval from their division head. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) or adoption will be considered in the same manner as any other request for unpaid family leave.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 422 LEAVE SHARING PROGRAM**

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**EFFECTIVE DATE: 07/01/96**

The leave sharing program exists to establish a policy and procedure for sharing accrued leave among employees of the Superior Court. Employees may occasionally experience a situation in which illness or injury to themselves or to a close family member causes them to exhaust all available leave balances. An employee may contribute accrued leave to another employee who experiences a non-job-related, seriously incapacitating and extended illness or injury, provided that the recipient employee has exhausted all appropriate leave balances and will otherwise go on leave without pay or terminate employment.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 423 PERSONAL LEAVE OF ABSENCE WITHOUT PAY**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court provides personal leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations or interests. Employees in the following employment classifications are eligible to request personal leave as described in this policy:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

When eligible employees become aware of the need for a personal leave of absence, such a request should be made to their division head. Personal leave may be granted for a period not to exceed six (6) months. An employee must take any available PTO leave, compensatory time, and EIB credits as part of the approved leave period.

The division head will evaluate requests for personal leave based on a number of factors including anticipated workload requirements and staffing needs during the proposed leave of absence. A leave of absence without pay will not be granted to permit an employee to engage in outside employment.

Health insurance benefits will not be provided by the Superior Court for a leave of absence exceeding ninety (90) days. Employees will be responsible for the full costs of these benefits if they want to continue coverage. When the employee returns from a leave of absence without pay, benefits will be reinstated by the Superior Court according to the applicable policy.

PTO leave will not accrue during a leave of absence without pay but will resume upon return to active employment. When a personal leave ends, a reasonable effort will be made to return the employee to the same position if available or a comparable one for which the employee is qualified. The Superior Court cannot guarantee reinstatement in all cases. If the employee rejects an offered position, the Superior Court does not have any further obligation to that person.

If an employee fails to report to work at the end of the approved personal leave of absence without pay, the division head will assume the employee has resigned.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 424 ABSENCE WITHOUT LEAVE**

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**EFFECTIVE DATE: 07/01/96**

Any unauthorized absence of an employee from the Superior Court is considered an absence without leave. The employee will not be paid for such absence. PTO leave and holiday benefits will not accrue while an employee is absent without leave. Any employee on unauthorized absence will be subject to disciplinary action up to and including termination of employment.

If an employee fails to report to work without leave for three (3) or more consecutive working days, the division head will assume the employee has abandoned their job and resigned.

**ARTICLE 4. BENEFITS AND LEAVE PROGRAM**  
**RULE 425 RETIREMENT PLAN**

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**EFFECTIVE DATE: 07/01/96**

Any employee who works twenty (20) hours per week or more is required to participate in the applicable retirement plan. An otherwise eligible temporary or emergency employee may sign a waiver of participation in a retirement plan. If a waiver is signed, no contribution will be deducted from the employee's wages or paid by the Superior Court.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 501 EMPLOYEE CONDUCT AND WORK RULES**

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**EFFECTIVE DATE: 07/01/96**

To ensure orderly operations and provide the best possible work environment, the Superior Court expects employees to follow rules of conduct that protect the interests and safety of all employees. Forms of behavior that are considered unacceptable in the workplace and will subject the employee to disciplinary action up to and including termination of employment include but are not limited to the following:

Theft or inappropriate removal or possession of property

Falsification of any record, report or claim

Working while under the influence of alcohol or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty or operating employer-owned vehicles or equipment

Fighting or threatening violence

Boisterous or disruptive activity

Negligence or improper conduct leading to damage of court-owned or employee-owned property

Insubordination

Violation of safety or health rules

Smoking in prohibited areas

Sexual or other unlawful harassment

Possession of dangerous or unauthorized materials (i.e. explosives, firearms, etc.)

Excessive absenteeism or any absence without leave

Unauthorized absence from workplace during the workday

Unauthorized use of telephone, mail systems, or other equipment and supplies

Unauthorized use of computers, software, files and E-Mail

Unauthorized disclosure of confidential information

Violation of personnel policies and procedures

## Introduction

A judiciary which upholds high standards of integrity, impartiality and independence is indispensable to justice in our society. The Superior Court recognizes the importance of ethical conduct by its employees in the administration of justice. Superior Court employees occupy positions which elicit public confidence and duties must be performed in consideration of the public trust. Employees are a reflection of the dignity, integrity, impartiality and respect of the Superior Court. Accordingly, employees will be held to the highest standard of integrity and conduct.

The following code has been prepared to provide guidance to employees of the Superior Court. It is recognized that moral principles are as much a personal impression as an organizational consideration. Employees are expected to conduct themselves in accordance with this code and should strive to maintain the highest ethical standards in the performance of their job duties.

### I. PERFORMANCE OF DUTIES

- A. Employees should perform their official duties diligently during working hours, serve the public courteously, and treat all persons with dignity and respect.
  - 1. Equal access to justice is a fundamental right in a democratic society. Employees should perform their duties without bias or prejudice, expressed in words or conduct, based on sex, age, race, religion, national origin, gender, physical/mental disability or political affiliation.
  - 2. Employees are expected to perform their duties in a manner consistent with the public interest and law. Employees should not be influenced by kinship, position, partisanship, public clamor or fear of criticism or reprisal.
  - 3. Any activity that provides the impression that employees may be improperly influenced in the performance of their duties is prohibited. Employees should refer to this code and exercise utmost discretion and/or seek guidance in conducting themselves in the affairs of the Superior Court.
- B. Employees should not alter, falsify, destroy, mutilate, or delete required entries of any official record within their custody or control. Employees are permitted to make alterations to documents or records only when such alterations are appropriate and necessary to perform their respective duties and authorized by their division head.

- C. Employees should not provide the public or any individual with legal advice unless providing such information is inherent in their official position as specified and approved by their division head.
- D. Employees should promote ethical conduct as prescribed by this code and report improper conduct to an appropriate authority.
- E. Employees should uphold the United States and Arizona Constitutions, laws, court rules and other administrative regulations. Employees should support and protect judicial independence, the public's interest and justice for all persons.
- F. Employees should refrain from making public comment on proceedings pending before the Superior Court.

## II. ABUSE OF POSITION

- A. Employees should not use or attempt to use their official position to gain unwarranted benefits, privileges or exemptions. Gifts, favors or anything of value should not be solicited, received or accepted by an employee or a member of the employee's immediate family.
  - 1. Employees should not request or accept any fee or compensation in the performance of their duties beyond that received from their employer for advice or assistance provided during their employment.
  - 2. Employees should use public resources, property and/or funds in their custody and control responsibly and for public purposes as intended by law. Public resources, property and/or funds should not be used for any private purpose.
  - 3. Employees should not install any software on the court automation network or any personal computer without prior approval from their division head. Inquiries related to the ownership of intellectual properties should be referred to the Presiding Judge or designee.

## III. CONFLICT OF INTEREST

- A. Pursuant to ARS 38-501 et. seq., employees have a legal obligation to diligently identify, disclose, avoid and/or manage potential or actual conflicts of interest.
  - 1. Potential conflicts of interest exist when an employee or an employee's immediate family member is directly or indirectly financially impacted, whether favorably or unfavorably, in an official decision participated in by the employee.

2. Potential conflicts of interest can seriously undermine the public's confidence and trust in the Superior Court even where actual abuse of position does not occur. Employees are expected to disclose any potential conflicts of interest to their division head.
  3. Employees and/or immediate family members should not enter into a contract for financial gain with any aspect of the court system, apart from an employment contract, without full disclosure and satisfactory management of the potential conflict of interest.
  4. Employees should not be involved in the decision to hire or supervise any member of their immediate family.
  5. Employees should not participate in decisions regarding court business with any private party with whom the employee and/or immediate family members are employed or actively seeking employment.
- B. Employees should not solicit or accept gifts, loans, gratuities, discounts, favors, hospitality, services or other compensation from which it could reasonably be inferred that the gift, gratuity, etc., is purposely intended to influence the employee in the performance of their official duties.
1. Employees may accept food or refreshments of an insignificant value on infrequent occasions while attending meetings, conferences, demonstrations, etc., where their attendance in an official capacity is necessary.
  2. This section will not be construed to interfere with an employee's solicitation or acceptance of loans from a financial institution on customary terms to finance personal or proper activities.
  3. This section does not prohibit employees from accepting unsolicited marketing or promotional materials (i.e., mugs, pens, calendars, etc.) of nominal value.
- C. Employees are permitted to accept complimentary tickets which are provided to attend fund-raising or "non-profit" events. However, complimentary tickets to commercial events or activities (i.e., athletic events, entertainment events, etc.) from profit-making vendors doing business with the Superior Court should not be accepted unless the employee:
1. pays the full face value of the ticket(s) using their own monies; or
  2. donates the full face value of the cost of the ticket(s) to charity.

Employees are responsible for documenting and preserving confirmation letters or receipts.

#### IV. CONFIDENTIALITY

The Superior Court handles a variety of information in the course of its operations. Employees generally have access to and regularly handle court files, most of which are public records, but may, at times, be sensitive court or employee-related information that requires confidentiality. Employees should not disclose any court-related information that is not considered public record without the express consent of their division head. Employees should refer media inquiries related to court or case matters to the Court Administrator's Office or their division head.

#### V. POLITICAL ACTIVITY

- A. Superior Court employees have an obligation to maintain an image of neutrality with regard to political matters. Strict adherence with this guideline strengthens the Superior Court's role as a separate, independent, impartial and equal branch of government.
- B. Employees may express personal opinions regarding political candidates and issues but are expected to maintain neutrality in action, word and appearance during the performance of assigned job duties. Official duties that require political advocacy on behalf of the judiciary are exempted.
- C. During non-working hours, employees may maintain membership and/or hold office in a political party and/or campaign for a candidate including making speeches and offering contributions provided the employee does not use their official title or position in connection with political activity.
- D. Employees should not be discriminated against for engaging in permissible political activities or choosing not to participate. No employee may be required as a condition of employment, promotion or otherwise, to participate or not participate in any election, campaign for any public office or partisan political activity.
- E. Employees may engage in political activity during non-working hours if such activity does not use or appear to use the employee's official position or the Superior Court in connection with such activities.
  1. Employees should not use court supplies, equipment, funds, facilities or staff to facilitate any political activity.
  2. For purposes of this section, political activity includes the following:
    - a. display of political literature, badges, stickers, signs or other advertisement of any party, committee, agency, candidate or

political issue;

- b. direct or indirect use of one's official position or authority to influence or attempt to influence other court employees to become a member of any political organization or activity;
- c. solicitation of signatures for political candidacy or placing political issues on the ballot; and/or
- d. solicitation and/or acceptance of contribution funds intended for political purposes.

F. Employees should not be a candidate for or hold a partisan elective office. Employees seeking partisan elective office must take an unpaid leave of absence immediately upon filing a nomination petition.

- 1. If more than fifty percent (50%) of an employee's salary is paid with federal funds, the employee must resign their position to seek partisan elective office.
- 2. If employees are elected to a partisan elective office, they should resign their position immediately.
- 3. Employees who seek nonpartisan elective office may do so without separating from their employment provided the employee is in compliance with this code and applicable sections of the Judicial Personnel System.

G. This section should not be construed to deny or deprive employees of their civil liberties as guaranteed by the United States and Arizona Constitutions, laws and statutes.

## VI. OUTSIDE EMPLOYMENT

A. Employees may engage in outside employment beyond normal working hours. The Superior Court, however, should be considered the employee's primary place of employment.

B. Secondary employment outside of normal work hours is permitted provided such employment:

- 1. does not interfere with the performance of the employee's official responsibilities or violate this Code of Conduct or the Judicial Personnel System;
- 2. does not involve a conflict or potential conflict of interest;

3. does not compromise the integrity or credibility of the judiciary;
  4. does not prevent the employee from performing overtime, on-call, or call back duty as requested; and
  5. has been approved by the employee's division head.
- C. Employees seeking secondary employment should avoid outside employment as follows:
1. Employment with entities that conduct business with the court system, regularly appear in court or require employees to have frequent contact with attorneys, without full disclosure and satisfactory management of the potential conflict of interest.
  2. Employment that involves work which cannot be done outside of normal work hours or is otherwise incompatible with the performance of the employee's duties.
  3. Employment involving the practice of law in the State of Arizona.
  4. Employment with any governmental entity within the State of Arizona without the express, written consent of both employers.
  5. Employment which exploits an employee's official position with the Superior Court or confidential information acquired in the performance of one's employment in the Superior Court.
  6. Employment which may be publicly perceived as work performed on behalf of the Mohave County Court System.
- D. Employees should advise their division head of any secondary or outside employment or any change in the status of outside employment.

## VII. RESOLUTION

The Presiding Judge or designee may initiate appropriate disciplinary action, including written reprimands, suspensions or terminations, upon the determination that an employee has failed to comply with this Code of Conduct. Disciplinary measures will be instituted in conjunction with the employee's division head. This Code of Conduct does not expressly or implicitly preclude any division head from developing and employing policies or procedures beyond those contained herein, provided such additions are consistent with the scope of this Code of Conduct and are approved by the Presiding Judge. Final determination and resolution of all ethics violations pursuant to this Code of Conduct reside in the authority of the Presiding Judge or designee.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 503 PERSONNEL DATA CHANGES**

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**EFFECTIVE DATE: 07/01/96**

An employee should promptly notify the Court Administrator of any changes in personnel data. Personal mailing addresses, telephone numbers, names of dependents, individuals to be contacted in case of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. This information will be maintained by the Court Administrator in the employee's personnel file.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 504 ATTENDANCE AND PUNCTUALITY**

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**EFFECTIVE DATE: 07/01/96**

To maintain a safe and productive work environment, the Superior Court expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other Superior Court employees. In unusual instances when an employee is late to work or unable to work as scheduled, the employee should notify their division head pursuant to existing policy. Frequent absences and tardiness are disruptive and will subject the employee to disciplinary action up to and including termination of employment.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 505 WORK SCHEDULES**

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**EFFECTIVE DATE: 07/01/96**

Work schedules are established in accordance with federal and state law by the division head. Work schedules are determined based upon public service needs, productivity, use of resources, and employee requests. The normal work schedule for most employees is eight (8) hours a day, five days a week. Division heads will advise employees of the times their schedules will normally begin and end. Employee needs, operational demands, and public service requirements may necessitate variations in starting and ending times, as well as the total hours that may be scheduled on any given day or week.

Alternative work schedules within established limits may be available to Superior Court employees depending upon the specific position and division policy. The structured nature of some positions may limit or prohibit participation in an alternative work arrangement program.

Any alternative work schedule or flextime proposal that permits an employee to work other than normal work hours must be previously approved in writing by both the employee and division head consistent with Superior Court policy. A flextime schedule once established should not be changed except upon approval of the division head. A Non-Exempt employee's total hours worked for any pay period should be the same whether they are on a flextime schedule or not, consistent with their employment classification.

Exempt employees may be required to work more than the normal forty (40) hour a week schedule due to the nature of their work. Work schedules of Exempt employees are determined by the division head.

An employee may be allowed to participate in "telecommuting". This employment practice allows designated employees to perform work from home or at another satellite location other than the "main" office. This practice must be approved by both the employee and division head consistent with specific job requirements.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 506 LUNCH BREAK**

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**EFFECTIVE DATE: 07/01/96**

All employees are generally provided with a lunch break each workday. Employees may take their lunch break as job duties allow. Division heads may schedule lunch breaks to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during lunch and will not be compensated for that time.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 507 PERSONAL APPEARANCE**

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**EFFECTIVE DATE: 07/01/96**

Dress, grooming, and personal cleanliness contribute to the morale of all employees and affect the image and public perception of the Superior Court. During business hours, employees are expected to present a clean and neat appearance and dress accordingly to meet requirements of their positions and the Superior Court. Employees who appear at work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Proper attire is determined by Superior Court policy and interpreted by the division head.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 508 OFFICE/WORK SPACE**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court is dedicated to maintaining an attractive, dignified, uncluttered, and safe work environment. Therefore, some restrictions exist on the display of personal items in and around Superior Court facilities.

No item can be hung or displayed in the public areas (i.e. lobbies, hallways, or foyers) of a Superior Court facility without the approval of the Presiding Judge or designee. The Public Works Department staff normally hangs such items upon request of the Court Administrator.

An employee may display items of a personal nature in and around their work area provided they do not detract from the decorum of the Superior Court or interfere with employee performance in the work environment. The division head may restrict the use of items which interfere with work operations or are offensive to other employees (i.e. radios, plants, pictures).

The Superior Court assumes no liability or responsibility for any personal object that may be lost, stolen or damaged in any way.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 509 USE OF EQUIPMENT AND VEHICLES**

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**EFFECTIVE DATE: 07/01/96**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Superior Court or Mohave County property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

The division head should be notified if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and repair needs could prevent deterioration of equipment and possible injury to employees or other persons. The division head will respond to any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, will subject the employee to disciplinary action up to and including termination of employment.

**Official Business:** Pursuant to A.R.S. 28-1441 and Attorney General's Opinions 80-137 and 80-138, State and Mohave County vehicles may only be used for official business by duly authorized employees.

**Passengers:** Relatives, friends, children, or any other non-Superior Court employee are not permitted to operate a Mohave County vehicle for any reason not in the line of official business.

**Operation:** While operating a vehicle, employees must be properly licensed and operate the vehicle in a safe manner within established speed limits. Employees are responsible for any traffic citations received.

**Seatbelts:** In accordance with Arizona law and Superior Court policy, employees are required to wear seatbelts at all times when the vehicle is in motion. The driver of the vehicle should ensure that passengers are properly belted at all times when the vehicle is in motion.

**Credit Cards:** Credit cards are available for fuel purchased during out of town travel. The vehicle number, odometer reading and employee's legible signature are required on all invoices. The customer copy of the invoice needs to be returned to the Mohave County Motor Pool as soon as possible after completing the trip. Credit cards are to be used for refueling Mohave County vehicles only. Private vehicles used for Superior Court business cannot be refueled using Mohave County facilities or credit cards.

**Parking Tickets:** All vehicle violations including parking tickets are the responsibility of the assigned driver. Notice of delinquent or past due parking

violations will be forwarded to the Presiding Judge for disposition.

**Loss of Privileges:** An employee may lose driving privileges for a poor traffic safety or accident record or violation of credit card policies. Since the minimum qualification for certain Superior Court positions require possession of a valid driver's license, loss of driving privileges may adversely affect employment with the Superior Court. Any employee found to be willfully violating this policy will be subject to disciplinary action up to and including termination of employment.

The Superior Court supports environmental awareness by encouraging the recycling and waste management in its daily practices and operating procedures. This awareness includes a commitment to purchase, use, and dispose of products and materials in a manner that best utilizes natural resources and minimizes any negative impact on the environment.

The Superior Court encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as follows:

Communication through computer networks and E-Mail

Two-sided photocopying

Computerized business forms

Routing slips for correspondence

Minimum packaging

Reusing paper clips, folders, and binders

Turning off lights when not in use

Whenever possible, employees are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports environmental awareness and increases the demand for recyclable materials.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 511 PERSONAL USE OF TELEPHONE, MAIL,**  
**EQUIPMENT AND SUPPLIES**

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**EFFECTIVE DATE: 07/01/96**

Personal use of telephones for long-distance and toll calls is not permitted. Public pay phones are available for personal outgoing calls during breaks, meal periods, or at other times as needed. Employees should practice discretion in using office telephones to make local personal calls and may be required to reimburse the Superior Court for any charges resulting from their use of the telephone. To assure effective telephone communications, employees should use an approved greeting and speak in a courteous and professional manner.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail or electronic mail at the workplace.

Superior Court equipment and supplies should not be used for personal business.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 512 PERSONAL USE OF COMPUTERS, SOFTWARE,**  
**FILES AND E-MAIL**

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**EFFECTIVE DATE: 07/01/96**

Computers, software, computer files, and the E-Mail system furnished to employees are the property of the Superior Court and intended for business use. Employees should not use a password, access a file, or retrieve any stored communication apart from their own without prior approval of their division head.

The Superior Court purchases and licenses the use of various computer software for business purposes and does not own the copyright to it or its related documentation. Employees may only use software according to the existing software license agreement. The Superior Court prohibits the illegal duplication and documentation of software.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees should notify their division head upon learning of violations of this policy. An employee found to be willfully violating this policy will be subject to disciplinary action up to and including termination of employment.

The Superior Court has established a workplace safety program to assist in providing a safe and healthful work environment for employees, customers, and visitors. The division head is responsible for implementing, administering, monitoring, and evaluating the safety program. The program's success depends on the alertness and personal commitment of all employees.

The Superior Court provides information to employees about workplace safety and health issues through regular internal communication channels (i.e. meetings, bulletin board postings, memos, etc.). Employees may also receive periodic workplace safety training which covers potential workplace hazards and safety practices and procedures.

Some of the best safety improvement ideas come from employees. Persons with ideas, concerns, or suggestions for improved workplace safety should raise them with their division head. All reports can be made without fear of reprisal.

Superior Court employees are expected to obey safety rules and exercise caution in all work activities. They should immediately report any unsafe condition to their division head. An employee who violates safety standards, causes hazardous or dangerous situations, or fails to report or, where appropriate, remedy such situations, will be subject to disciplinary action up to and including termination of employment.

In the case of accidents that result in injury, employees should immediately notify their division head regardless of how minor. Such reports are necessary to comply with federal and state laws and initiate insurance and workers' compensation benefits.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 514 SMOKING**

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**EFFECTIVE DATE: 07/01/96**

In keeping with the Superior Court's intent to provide a safe and healthful work environment, smoking is prohibited throughout the work site and immediate workplace. This policy applies equally to all employees, customers, and visitors.

Employees who smoke can do so outside Superior Court facilities in properly designated areas. The division head may limit smoking breaks if such absences interfere with work or office productivity.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 515 EDUCATION AND STAFF TRAINING**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court encourages employees to grow professionally through continuing education and training. Division heads will identify education needs and provide opportunities for employees to enroll in courses or seminars which will increase their ability to contribute to Superior Court or division goals. Training opportunities will be offered in an equitable and non-discriminatory manner and must be job-related. Sufficient funds must be available in the Superior Court budget to cover training costs.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 516 REQUIRED EDUCATION CREDITS**

**EFFECTIVE DATE: 07/01/96**

Arizona Supreme Court Administrative Order 95-45 requires that full-time regular employees of the Superior Court complete a minimum of sixteen (16) hours of approved course work each year including ethics training. The determination of requirements for less than full-time personnel is the responsibility of the division head. The Presiding Judge has established the following suggested schedule for part-time employees:

<b><u>Regularly Scheduled Work Hours Per Week</u></b>	<b><u>Required Accredited Training Hours Per Year</u></b>
10	4
20	8
30	12

Employees should obtain and maintain professional competence through court-related education programs and report compliance with these standards by completing required reports. Compliance forms should be filed with the Superior Court Training Coordinator. Employees who fail to comply with this policy may be subject to disciplinary action up to and including termination of employment. Employees holding temporary positions are exempt from compliance with these standards unless required to participate by their division head.

Only accredited programs meet the requirements of these standards. Programs are accredited pursuant to guidelines approved by the Arizona Supreme Court Committee on Judicial Education and Training (COJET).

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 517 PERFORMANCE AND EVALUATION**

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**EFFECTIVE DATE: 07/01/96**

Division heads and employees are encouraged to discuss job goals and performance on an informal and daily basis. Formal performance evaluations may be conducted at the end of an employee's initial probationary period. This probationary period allows the division head and the employee to discuss job responsibilities, standards, and performance requirements of the new position. An unsatisfactory rating at the end of a probationary period may result in termination with no right of appeal.

Additional written formal performance evaluations may be prepared to provide both the division head and employee the opportunity to discuss job tasks, identify developmental needs, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Written performance evaluations are normally scheduled every twelve (12) months coinciding generally with the anniversary of the end of employee's probationary period. Additional evaluations may be conducted upon discretion of the division head.

Merit-based salary adjustments may be awarded by a division head to recognize an employee's sustained superior performance. The decision to award such an adjustment is dependent upon numerous factors including information documented during the formal performance evaluation process.

The Superior Court will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be previously approved by the division head.

When approved, the costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Superior Court. This reimbursement may be up to the Mohave County approved limits and per diem allowances. Employees are expected to limit expenses to reasonable amounts. The applicable laws relating to travel are contained in A.R.S. 38-621 through 38-627.

Expenses that are generally reimbursed include the following:

Airfare or train fare for travel in coach or economy class or the lowest available fare.

Car rental fees for compact or mid-sized cars when no other form of transportation is available.

Fares for shuttle or airport bus service or costs of public transportation for other ground travel.

Taxi fares when there is no other less expensive alternative.

Mileage costs for use of personal vehicles when less expensive transportation is not available. If an employee elects to use a personal vehicle when other transportation is available, actual costs cannot exceed other forms of transportation.

Parking costs.

Cost of standard accommodations in lodgings at rates approved by Mohave County.

Cost of meals up to the maximum per diem allowance. Meal tips are included in the allowance.

Charges for telephone calls, fax, and similar services required for business purposes.

Employees who are involved in an accident while traveling on business should immediately report the incident to their division head. Vehicles owned, leased, or rented by the Superior Court may not be used for personal use without prior approval from the division head.

Cash advances to cover reasonable anticipated expenses may be made to employees upon approval of travel. Employees should submit a written request to their division head when travel advances are needed.

Upon approval, employees on business travel may be accompanied in their personal vehicle by an immediate family member or friend when their presence will not interfere with successful completion of business objectives. Generally, employees are permitted to combine personal travel with business travel provided time away from work is previously approved. Employees are responsible for additional expenses arising from such non-business travel.

Upon completion of travel, employees should submit a completed travel expense claim within five (5) business days to their division head. An employee claiming per diem expenses does not need to submit receipts. Receipts must be produced for lodging and any other expenses not covered under the Superior Court travel policy. Employees should contact their division head for guidance and assistance on procedures related to travel arrangements or advances, expense reports, reimbursement for specific expenses, or any other business travel issue.

Out-of-state travel by Superior Court employees must be previously approved by the Presiding Judge.

An employee who abuses this travel policy, including falsifying expense reports to reflect costs not incurred by the employee, will be subject to disciplinary action up to and including termination of employment.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 519 LIFE-THREATENING ILLNESSES**

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**EFFECTIVE DATE: 07/01/96**

Employees with life-threatening illnesses (i.e. cancer, heart disease, AIDS, etc.) may wish to continue their normal job duties to the extent allowed by their condition. The Superior Court supports these interests provided the employee is able to meet acceptable job performance standards. As with other disabilities, the Superior Court will make "reasonable accommodations" in accordance with all legal requirements to allow qualified employees with life-threatening illnesses the opportunity to perform essential job functions.

Employees with a life-threatening illness will be permitted to work as long as they are able provided they meet acceptable performance standards. Employees will be provided "reasonable accommodations" as long as they can perform essential job functions and do not pose a danger to their own health and safety or that of other employees.

An employee who withholds services or harasses or otherwise discriminates against any person with a life threatening illness may be deemed insubordinate and will be subject to disciplinary action up to and including termination of employment.

Medical information on individual employees will be treated confidentially. The Superior Court will take reasonable precautions to protect such information from inappropriate disclosure. Division heads are responsible for respecting and maintaining the confidentiality of employee medical information. An employee who inappropriately discloses such information will be subject to disciplinary action up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact their division head for information and/or referral to appropriate resources and service providers.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 520 DRUG AND ALCOHOL USE**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court desires to provide a drug-free, healthful, and safe workplace and comply with the Drug-Free Workplace Act of 1988. This effort is intended to decrease the potential for accidents, absenteeism, substantial performance, and poor morale and maintain confidence in the court system. To promote this goal, employees are expected to report to work in an appropriate mental and physical condition to perform their jobs in an effective manner.

While on Superior Court premises and when conducting related activities off premises, no employee may unlawfully manufacture, use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. Legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform essential job functions and endanger others in the workplace.

Employees who violate of this policy are subject to disciplinary action up to and including termination of employment or required participation in a substance abuse rehabilitation or treatment program. Employees violating this policy may also be subject to legal action.

The Superior Court participates in a substance abuse program administered by Mohave County to assist in maintaining a safe, healthy and productive work environment for all employees and provide guidelines for detecting and deterring alcohol and drug abuse. The program provides information on the dangers and effects of substance abuse in the workplace, available resources, and consequences for violating this policy.

An employee who performs work for the Superior Court must notify their division head of any criminal conviction for drug-related activity. This report must be made within five (5) days of the conviction. An employee who fails to file such a report will be subject to disciplinary action up to and including termination of employment.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 521 DRUG AND ALCOHOL TESTING**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court is committed to provide a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job is not permitted.

To help ensure a safe and healthful working environment, division heads may ask job applicants and employees to provide body substance samples (i.e. urine and/or blood) if reasonable suspicion exists that there is illicit or illegal use of drugs or alcohol. Reasonable suspicion may include slurred speech, dilated pupils, and/or other physical signs; alcohol on breath; inability to walk a straight line; an accident involving property; physical or verbal altercation; unusual behavior; possession of drugs or alcohol; or information obtained from a reliable person.

If the test is negative, the employee may return to work. If the test is positive, the employee may obtain another set of test results at their expense using the same sample from an independent laboratory. If an employee is determined to be using drugs or alcohol, a division head may require the employee to undergo an evaluation and attend a recognized treatment program. An employee may be granted PTO leave, compensatory time, or EIB credits to attend any required drug and alcohol program

A person who refuses to submit to drug testing may result in denial of job offers or if employed, will be subject to disciplinary action up to and including termination of employment.

Employees with questions about this policy or issues related to drug or alcohol use in the workplace should raise them with their division head without fear of reprisal.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 522 SECURITY INSPECTIONS**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other dangerous materials. As a result, the Superior Court prohibits the possession, transfer, sale, or use of such materials on its premises. The Superior Court requires the cooperation of all employees in administering and complying with this policy.

Desks, lockers, and other storage devices provided to employees remain the sole property of the Superior Court. Accordingly, these furnishings, as well as any articles found in them, can be inspected by a division head at any time, either with or without prior notice, if "reasonable suspicion" exists to believe that a dangerous item is concealed therein. Security inspections should only be undertaken upon prior approval of the Presiding Judge.

The Superior Court reserves the right to inspect an employee's desk for work-related materials that are needed immediately if the employee is absent from the workplace for any reason.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 523 SEXUAL AND OTHER UNLAWFUL HARASSMENT**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court is committed to providing a work environment that is free of sexual and other unlawful harassment pursuant to Administrative Order No. 92-33 and Mohave County Superior Court Administrative Order 93-16 dated September 21, 1993. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, national origin, political or religious affiliation, disability or any other legally protected class will not be tolerated. Sexual harassment, both overt and subtle, is a form of employee misconduct that is demeaning, undermines the integrity of the employment relationship, and is strictly prohibited. This policy applies to all employees without regard to status.

Harassment is defined as:

1. Unwelcome or unwanted advances considered unacceptable by another individual.
2. Unwelcome or unwanted requests or demands for favors including expectations, pressures, or requests for any type of favor accompanied by implied or negative consequences concerning one's employment status.
3. Verbal abuse, bantering or teasing that is considered unacceptable by another person.
4. Displaying an intimidating, hostile or offensive attitude due to rejected demands, requests, physical contact or attention.
5. Interfering with a co-worker's performance by exchanging unwanted attentions or conduct that reduces personal productivity.
6. Condoning a work environment that exhibits innuendos or other tasteless actions that could be perceived as offensive.

Any person may file an informal or formal complaint alleging sexual or other unlawful harassment. An informal complaint is not a prerequisite to formal complaint.

**Informal Complaint:** Any employee who wants to report an incident of sexual or other unlawful harassment informally should promptly report the matter to their division head. If the division head is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Presiding Judge. The division head or Presiding Judge will take whatever action is necessary to resolve the matter on an informal basis.

**Formal Complaint:** Any employee who wants to report an incident of sexual or other unlawful harassment in a more formal manner should promptly do so in writing to their division head following the procedure noted above. The

employee may likewise take the matter directly to the Presiding Judge. The division head and/or Presiding Judge will conduct a formal investigation immediately in a fair and appropriate manner. All other relevant data should be obtained and evaluated.

**Findings:** A written report which includes a finding as to whether the alleged conduct occurred, a conclusion as to whether the conduct which occurred was sexual or other unlawful harassment, and a recommendation of any appropriate corrective or disciplinary action will be prepared. Prior to any disciplinary action due to sexual harassment or other unlawful harassment, the alleged harasser will be advised of the grounds for discipline and have an opportunity to respond.

**Investigation Records:** All documentation and materials relative to sexual or other unlawful harassment consultations and investigations will be maintained in separate and confidential files by the Presiding Judge or designee. Any employee who becomes aware of sexual or other unlawful harassment should promptly advise their division head. A division head who receives information concerning a claim of sexual or other unlawful harassment should immediately notify the Presiding Judge. Employees can raise concerns and make reports without fear of reprisal.

Any person engaging in sexual or other unlawful harassment is subject to disciplinary action up to and including termination of employment. Any person who knowingly or recklessly makes a false accusation of sexual or other harassment against any person will be subject to disciplinary action up to and including termination of employment.

Sexual or other unlawful harassment complaints against a judge should be referred to the Arizona Commission on Judicial Conduct for appropriate review.

In an effort to assure a productive and harmonious work environment, persons not employed by the Superior Court are restricted from soliciting or distributing literature in the workplace without prior approval of the Presiding Judge or designee.

The Superior Court recognizes that employees may have interests in events and/or organizations outside the workplace. Employees may not however solicit or distribute literature concerning these activities during normal work hours. (Work hours do not include lunch periods or any other time periods in which employees are not on duty.)

The posting of written solicitations on Superior Court bulletin boards is not permitted. These boards display important information and should be consulted frequently for the following:

Affirmative action statements

Employee announcements

Internal memoranda

Job postings

Superior Court announcements

Payday notices

Worker's compensation insurance information

State disability/unemployment insurance information

If employees have a message of interest for the workplace and would like to post it on a Superior Court bulletin board, it should be submitted to the division head for approval. All approved messages will be posted by the division head.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 525 RETURN OF PROPERTY**

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**EFFECTIVE DATE: 07/01/96**

Employees are responsible for maintaining all property, materials, or written information issued to them or in their possession or control. Employees must return all Superior Court property immediately upon request or upon separation from employment. Where permitted by applicable laws, the Superior Court may withhold the cost of any items not returned from the employee's paycheck. The Superior Court may take appropriate action to recover or protect property.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 526 REDUCTION IN FORCE**

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**EFFECTIVE DATE: 07/01/96**

An employee may be subject to a non-disciplinary, involuntary termination through layoff in connection with a shortage of funds, abolition of a position, or lack of need for work performed by an employee or group of employees. In such cases, affected employees will be given reasonable advance notice as conditions permit.

In the event of a layoff, the division head will prepare a list of employees ranked in order of the most important or critical function. The list, in addition to each employee's seniority and past performance evaluations, may be a factor in determining the order of layoffs. The list will be forwarded to the Presiding Judge for any final layoff decisions. In general, probationary, non-regular and part-time employees will be laid-off before regular employees. The division head will notify the employees to be laid off in writing as soon as possible prior to the effective date of the layoff.

**ARTICLE 5. CONDITIONS OF EMPLOYMENT**  
**RULE 527 EMERGENCY CLOSINGS**

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**EFFECTIVE DATE: 07/01/96**

At times, emergencies (i.e. severe weather, fires, power failures, or earthquakes) may disrupt Superior Court operations. In extreme cases, these circumstances may require the closing of a Superior Court facility by the Presiding Judge. In the event that such an emergency occurs during non-business hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when facilities are officially closed. Employees who work in these circumstances will receive regular pay.

**ARTICLE 6. GRIEVANCE AND CORRECTIVE ACTIONS**  
**RULE 601 GENERAL GRIEVANCE POLICY**

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**EFFECTIVE DATE: 07/01/96**

The Superior Court is committed to providing the best possible working conditions for employees. Part of this commitment is encouraging an open and frank work environment in which any problem, complaint, suggestion, or question receives a timely response.

The Superior Court strives to ensure fair and honest treatment of all employees. Division heads and employees are expected to treat each other with mutual respect and offer positive and constructive criticism as needed. The Superior Court believes that problems are best handled at the lowest level possible through an informal process. Employees are expected to address issues directly and clearly with their division head upon determination of a problem.

If the issue involves another employee, it is best addressed with that employee. Employees are responsible for their actions in either giving or receiving these issues. In most cases, issues can be resolved by discussing them calmly. If the problem is not resolved at the employee level, an employee should follow the chain of command up to the division head to attempt to resolve the problem.

Not every problem can be resolved to everyone's satisfaction. Only through understanding and discussion of mutual problems can employees and division heads develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure employee job security.

If an employee complaint or problem is not resolved informally, the employee may file a formal grievance in accordance with Superior Court policy. Grievances may be filed in situations alleging or not alleging discrimination/harassment. In grievance situations, extension of time limits may be granted upon written consent of both parties or for cause. Division heads may not retaliate against employees who file a grievance.

**ARTICLE 6. GRIEVANCE AND CORRECTIVE ACTIONS**  
**RULE 602 GRIEVANCE ALLEGING DISCRIMINATION/  
HARASSMENT**

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**EFFECTIVE DATE: 07/01/96**

An employee may file a grievance alleging unlawful discrimination or harassment based on sex, race, ethnicity, age, national origin, political or religious affiliation, disability, or any other legally protected class. An employee may also file claims of illegal discrimination with the U.S. Equal Employment Opportunity Commission (EEOC) or the Civil Rights Division of the Arizona Attorney General's Office. The Superior Court grievance policy will be terminated if a claim is filed with an external agency.

An employee alleging to have been subjected to or having knowledge of discrimination during the course of their employment initiates a formal grievance by preparing a written statement that indicates the discrimination grievance, a description of the incident from which the grievance resulted including persons involved, date, times, and relevant facts; and the events and/or actions leading up to the filing of the grievance. The statement should contain the location of the incident, the employee's choice of action (i.e. informal consultation or formal investigation), and any other information which provides an understanding of the events giving rise to the complaint. The employee should submit this written statement to their division head or if it is not feasible, to the Presiding Judge.

**Informal Consultation:** The person receiving the report should serve in a advisory capacity to the person reporting the perceived discrimination and may counsel the person to resolve the problem. If the problem cannot be resolved as a result of the informal consultation, the matter should proceed as a formal investigation.

**Formal Investigation:** The person receiving the report should investigate the charges cited in the grievance and interview necessary persons to determine the incident giving rise to the grievance. If basis is found for the grievance, the person receiving the report should prepare a written determination to the division head. The division head should seek to resolve the matter. If no basis is found for a grievance of unlawful discrimination, the grieving employee should be so notified in writing by the division head.

A grieving employee who receives notice that the division head found no basis for the grievance may request review of the matter by the Judicial Merit Committee within ten (10) days. The Judicial Merit Committee should investigate and give consideration to the formal grievance. The Judicial Merit Committee should prepare and forward a written response to the employee within five (5) days of the date of the meeting with the employee.

If the employee disagrees with the Judicial Merit Committee's decision, the employee may request a meeting with the Presiding Judge. Within ten (10) days of receipt of the formal discrimination grievance indicating the employee disagrees with the Judicial Merit Committee's decision, the Presiding Judge

should discuss the grievance with the employee. The Presiding Judge should investigate and give consideration to the formal grievance. The Presiding Judge will make a decision and prepare and forward a final written response to the employee within ten (10) days of the date of the meeting with the employee. The decision of the Presiding Judge is final.

**Decision:** Any person found to have subjected an employee to unlawful discrimination is subject to disciplinary action up to and including termination of employment. Any person who knowingly or recklessly makes a false accusation of discrimination against any person will be subject to disciplinary action up to and including termination of employment.

**Responsibility:** It is the division head's responsibility to ensure compliance and enforcement of these policies within their respective division.

**ARTICLE 6. GRIEVANCE AND CORRECTIVE ACTIONS**  
**RULE 603 GRIEVANCE NOT ALLEGING DISCRIMINATION/  
HARASSMENT**

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**EFFECTIVE DATE: 07/01/96**

An employee may file a grievance alleging misinterpretation or misapplication of Judicial Personnel System Rules, division work rules or unsafe or unhealthy work conditions. An employee initiates a grievance by submitting a written statement to the division head identifying the issue and requesting a meeting to resolve the matter informally. The division head should respond to the employee's complaint in writing within five (5) days. If the employee is dissatisfied with the division head's written response, the employee may file a formal grievance.

**Step I:** An employee initiates a formal grievance by preparing a written statement that detail the action being grieved, a description of the incident from which the grievance resulted including persons involved, date, times and relevant facts; reasons why the grievance is justified; the rule or procedure that was violated; and desired action if the grievance is upheld.

Within five (5) days of receipt of the formal grievance, the division head will discuss the grievance with the employee. The division head will consider the formal grievance and suggested remedy before making a decision. The division head will provide the employee a written response to the grievance within five (5) days of the meeting.

If the employee disagrees with the response, the employee may take the formal grievance to the next level (i.e. Step II) within three (3) days of receipt of the division head's response. The employee should indicate this intention and the specific reasons why the grievance should continue in writing to the Judicial Merit Committee.

**Step II:** Within ten (10) days of receipt of the formal grievance indicating the employee disagrees with the division head's decision, the Judicial Merit Committee should discuss the grievance with the employee. The Judicial Merit Committee should investigate and give consideration to the formal grievance, the remedy suggested, and the written response of the division head. The Judicial Merit Committee should make a decision and prepare and forward a written response to the employee within five (5) days of the date of the meeting with the employee.

If the employee disagrees with the Judicial Merit Committee's decision, the employee may take the formal grievance to the next level (i.e. Step III) within three (3) days of the Committee's response or if no response has been received from the Committee. The employee should indicate this intention and the specific reason why the grievance should continue in writing to the Presiding Judge.

**Step III:** Within ten (10) days of receipt of the formal grievance indicating the

employee disagrees with the Judicial Merit Committee's decision, the Presiding Judge should discuss the grievance with the employee. The Presiding Judge should investigate and give consideration to the formal grievance, the remedy suggested, and the written responses of the division head and Judicial Merit Committee. The Presiding Judge will make a decision and prepare and forward a final written response to the employee within ten (10) days of the date of the meeting with the employee. The decision of the Presiding Judge is final.

The Superior Court will administer equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from strong leadership and fair supervision at all employment levels. The Superior Court practices progressive discipline when needed to meet this need.

The Superior Court is interested in ensuring fair treatment of all employees and making certain that disciplinary actions are prompt, uniform, and impartial. The primary purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for improved service in the future.

Division heads may use progressive discipline as follows:

- Oral counseling
- Written reprimand
- Suspension with or without pay
- Reinstatement of probationary status
- Discharge from employment

The action initiated may be dependent on the severity of the problem and the number of occurrences. Circumstances may exist when one or more of these steps are bypassed. The division head should also consider the following:

- Seriousness of the offense
- Employee's prior disciplinary and work record
- Employee's length of service with the Superior Court
- The division head's past actions in similar cases
- Circumstances surrounding the incident

While it is impossible to list every type of behavior that may be deemed a serious offense, examples of problems that may result in immediate suspension or termination of employment are included in this handbook. These problems however are not all necessarily serious offenses but are examples of unsatisfactory conduct that may cause progressive discipline.

By using progressive discipline, it is expected that most employee problems can

be corrected at an early stage, benefiting both the employee and the Superior Court. The steps for progressive discipline are as follows:

**Oral Counseling:** This is the least severe of all disciplinary actions. It is a means by which a division head makes an employee aware of certain deficiencies in their job performance or of a violation of Superior Court rules. The most important concern is to counsel the employee. A record of an oral counseling may be made by the division head and included in the employee's personnel file.

**Written Reprimand:** A written reprimand is issued if the division head's oral warning is ignored, the problem is not corrected by the employee, or a more serious type of discipline is necessary. A written reprimand consists of a formal memorandum or letter in which the division head informs the employee that they have violated a rule of the Superior Court or that their job performance or behavior must be corrected if more severe sanctions are to be avoided. The written reprimand should give direct and concrete instructions for the future. A copy of the written reprimand should be included in the employee's personnel file and may be removed after one (1) year upon approval of the division head.

**Reinstatement of Probationary Status:** Reinstatement of an employee's probationary status will be used to put the employee on notice that continuation of work performance or behavioral problems will result in further disciplinary action up to and including termination of employment. Reinstatement of probationary status will not exceed six (6) months. If the problem or behavior is corrected, the employee will resume permanent status with no loss of benefits. If the problem or behavior is not corrected, the employee may be disciplined further up to and including termination of employment. If under the probationary status another behavioral or work related problem develops, the employee may be further disciplined up to and including termination of employment.

**Administrative Leave:** An employee may be placed on administrative leave to allow for investigation of a serious infraction of Superior Court policy or procedure or charges of a felony or other crime. The division head should notify the Presiding Judge within the next regular working day if an employee is placed on administrative leave. The employee should be notified of this action either personally or by certified mailing. Upon conclusion of administrative leave, the employee may be returned to work without penalty, disciplined, terminated or advised of other disciplinary action. Administrative leave should not exceed thirty (30) workdays except upon approval of the Presiding Judge. This action is not punitive and does not imply guilt or innocence. An employee's pay and benefits continue accrue during administrative leave.

**Suspension:** This is an action by which an employee is temporarily suspended from employment with the Superior Court and from being paid for a period of time to be determined by the division head. A division head may suspend an employee without pay for a period not to exceed thirty (30) days. There is also a

loss of PTO leave accrual during the period of suspension. Employees may not use PTO leave while suspended. Before being suspended, the division head will notify the employee in writing of the reasons for the suspension and the exact dates during which an employee is suspended and due to report back to work. This information will be placed in the employee's personnel file.

**Demotion:** This action may be used for serious incidents or repetition of improper conduct or performance.

**Termination:** This action is the most significant disciplinary action and permanently removes one from employment with the Superior Court. The Presiding Judge must approve the termination of an employee.

Before a division head decides to initiate a disciplinary action involving suspension or termination of an employee, they should discuss the matter with the Presiding Judge.

**ARTICLE 6. GRIEVANCE AND CORRECTIVE ACTIONS**  
**RULE 605 PRE-DISCIPLINARY HEARING**

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**EFFECTIVE DATE: 07/01/96**

In accordance with the U.S. Supreme Court decision of Cleveland Board of Education v. Loudermill in March 1985, public employers who have implemented a merit system must provide some minimal due process procedure before taking certain disciplinary action. The following procedure will provide the basis steps necessary for a predisciplinary hearing. This procedure should be used prior to any disciplinary action of suspension, demotion or termination of a Merit employee at the Superior Court.

Except for extraordinary circumstances, the employee must receive written notice of the proposed action giving the specific grounds and the particular facts upon which the disciplinary action will be based.

Upon request at the pre-disciplinary hearing, the employee must have access to or be provided with any known written materials, reports or documents upon which the action is based. The employee must be afforded an opportunity to respond to the charges either orally or in writing.

When a division head determines that it is necessary to impose disciplinary action (i.e. suspension, demotion or dismissal), documentation should be assembled. The division head should notify the employee in writing of the pre-disciplinary hearing indicating the proposed disciplinary action; the rules, policies or procedures which the employee is alleged to have violated; the specific reason for such action, including the acts or omissions on which the proposed action is based; a time and place for such response to be presented; and a statement of the employee's right to respond either orally or in writing.

The notice should be hand-delivered if the employee is in the workplace or sent via certified mail if the employee is unavailable. A copy of this notice should be retained in the employee's personnel file. The pre-disciplinary hearing requirement may be satisfied if the employee submits a written response or waives the right to any response.

The hearing should be held before the division head. No announcement of the final decision should be made at this hearing. After considering the employee's input, the division head should issue the appropriate letter implementing, modifying or abandoning the imposition of any discipline. A copy of this letter should be placed in the employee's personnel file.

An employee may appeal the decision of the Judicial Merit Committee as provided in the "Appeal Procedure" of this handbook.

At-Will employees serve at the pleasure of their appointing authority and no disciplinary action by that official is subject to appeal. Merit employees who have passed an initial probationary period may appeal the following issues:

Suspension without pay of more than three (3) days

Termination

If a matter has not been resolved through the problem solution procedure, a Merit employee may elect to use the following appeal process as established by the Presiding Judge.

1. Within five (5) working days of the final decision rendered by way of the problem resolution procedure the employee files an appeal in writing with the division head.
2. Within five (5) working days the division head refers the appeal to the Judicial Merit Committee.
3. All five (5) members of the Judicial Merit Committee should conduct a hearing with the employee and all effected parties and render a decision within ten (10) working days. The decision will be distributed to the employee, division head and Presiding Judge. The division head for which the employee works may not serve on the Judicial Merit Committee.
4. If the employee wishes to appeal the decision of the Judicial Merit Committee, they should notify the Presiding Judge in writing within three (3) working days of the decision.
5. Within five (5) working days, the Presiding Judge will:
  - A. Review existing documentation from the employee and the Judicial Merit Committee.
  - B. Affirm or deny the decision of the Judicial Merit Committee and render a final decision.
  - C. If no decision is reached, meet with the employee and all affected parties and render a final decision.
6. During the appeal process, the original disciplinary action will be in effect. If overturned or modified upon appeal, rights will be reinstated using the effective date of the imposition of the discipline.

ARTICLE 7. SEPARATIONS  
RULE 701 TYPES OF SEPARATION

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EFFECTIVE DATE: 07/01/96

Termination of employment is an inevitable part of personnel activity within any organization and reasons for termination are often routine. Examples of some of the most common circumstances under which employment may be terminated are as follows:

**Resignation:** Voluntary employment termination initiated by an employee. Although advance notice is not required, the Superior Court requests at least two (2) weeks written notice from employees. Failure to submit a letter of resignation will result in non-payment of accrued EIB leave. An employee may withdraw a written letter of resignation only upon approval of the division head.

**Termination During Original Probation:** An employee may be terminated, without right of appeal, during the original probationary period.

**Termination:** Involuntary employment discharge initiated by a division head for disciplinary reasons.

**Layoff:** Involuntary employment termination initiated by a division head for nondisciplinary reasons (i.e. lack of work or funds, reorganization, abolition of positions, etc.).

**Retirement:** Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement.

**Job Abandonment:** An employee who is absent without leave for three (3) or more consecutive days without authorized leave is considered to have abandoned their job.

The Superior Court may conduct exit interviews at the time of termination of employment. The exit interview will afford the employee an opportunity to discuss such issues as benefits, conversion privileges, repayment of outstanding debts, or return of Superior Court property. Employee suggestions, complaints, and questions may also be discussed.

Employees will receive their final paycheck in accordance with applicable Superior Court policy.

Employee benefits will be affected by termination of employment. All accrued and vested benefits that are due and payable to the employee at termination will be paid. Some benefits may be continued at the employee's expense upon request of the employee. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations therein.

**ARTICLE 7. SEPARATIONS  
RULE 702 OBLIGATIONS**

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**EFFECTIVE DATE: 07/01/96**

All separating employees have certain obligations to the Superior Court upon separation including return of all equipment and supplies furnished by the Superior Court (i.e. keys, identification cards, etc.), payback of outstanding debts (i.e. education reimbursement, travel advances, personal telephone expenses, etc.), and arrangement for receipt of a final paycheck.

The Superior Court has certain obligations to separating employees including payment of PTO leave and reimbursement for unused EIB leave at the rate of three dollars (\$3.00) per hour up to one hundred (100) hours of unused accumulated leave.



## JOB SPECIFICATIONS

Administrative Assistant

Alternative Dispute Resolution Clerk

Alternative Dispute Resolution Coordinator

CASA Coordinator

Caseflow Manager

Court Administrator

Court Automation Systems Manager

Court Collections Clerk

Court Collections Officer

Court Commissioner

Court Reporter

Court Security Coordinator

Family Counselor - Mediator

Judicial Assistant

Law Librarian

Secretary

## **ADMINISTRATIVE ASSISTANT**

### **FUNCTION**

Performs advanced journey level secretarial support and office management work for the Court Administrator involving public contact, phone work, typing/word processing, taking dictation, transcribing, and scheduling.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the secretarial series. Incumbents at this level are required to be fully trained in secretarial support, office management and all related procedures. Appointment to this level requires that the incumbent performs the full range of duties and meets the qualification standards for the class.

### **SUPERVISION RECEIVED**

Work is performed under the direction of the Court Administrator. The employee is expected to exercise initiative, independent judgement and discretion in efficiently performing a full range of secretarial and office management tasks. Work is reviewed upon completion for adherence to established policies, procedures and results obtained.

### **SUPERVISION EXERCISED**

As assigned, may provide technical and/or functional supervision of subordinates or may directly exercise immediate to general supervision of assigned subordinates.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Takes oral or recorded dictation; prepares minutes of conference, staff and business meetings; and transcribes notes on word processor/typewriter.
- Summarizes notes and prepares reports for informational or study purposes.
- Makes appointments, schedules meetings and informs participants as to agenda, time and pertinent subject matter.
- Prepares and provides participants with informational materials and processes documents as requested.
- Makes travel and conference arrangements and hotel reservations.
- Processes requisitions, invoices, budget estimates, inventories, contracts, and other documents relating to department or office activities.

- Coordinates the acquisition, maintenance, and distribution of supplies and equipment inventories.
- Coordinates and assists in the development and implementation of special projects as required.
- Devises, revises or maintains records, files and bibliographic materials.
- Reads, analyzes and routes incoming mail with appropriate files or materials attached to correspondence to be answered.
- Composes correspondence, reports or material for official signature.
- Utilizes word processing equipment, computer terminals and other related computer and office equipment to perform a variety of tasks.
- Researches and prepares memos, reports, data, and other informational materials as requested or deemed necessary.
- As assigned, participates in developing office policies, procedures, schedules and assignments to accomplish goals and objectives.
- As assigned, supervises and trains other clerical personnel and administers routine office matters as delegated by the Court Administrator.
- Acts as a receptionist, interviewing and screening visitors and providing information when appropriate.
- Establishes and maintains filing systems.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, and the general public to promote the court, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to

perform work assignments. May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of:

- secretarial and office support practices and procedures.
- composition and format of correspondence, memos, forms, and informational materials.
- business English, spelling, vocabulary, punctuation, and arithmetic.
- modern office machines and equipment.

Specialized knowledge of:

- the operations, routines and procedures of the office to be served or of similar offices and government functions.

Skill in:

- the operation of general office equipment such as computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- identify and resolve operational and procedural problems and implement corrective actions.
- analyze incoming correspondence and take appropriate action including composition of replies, researching and compiling materials for requested information and referring requestors to additional or pertinent sources of information.
- tactfully and courteously interview and screen visitors/callers, handle complaints and deal with other public and court contacts.
- maintain and adjust appointment schedules and keep supervisor informed of new or changing situations.
- summarize notes and prepare reports and data for informational or study

purposes.

- make decisions in accordance with established policies and regulations.
- read, interpret and apply technical materials encountered as a result of work assignments.
- analyze situations and determine appropriate or alternative actions.
- supervise, work with and communicate effectively with subordinates as assigned.
- type, take dictation or transcribe accurately and at speeds necessary to fulfill job responsibilities.
- communicate clearly and concisely both verbally and in writing.
- maintain accurate and up-to-date records and documentation.
- establish and maintain cooperative working relationships with those contacted in the course of work.
- fulfill all physical requirements of the class.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to graduation from high school including secretary science courses and three (3) or more years progressively responsible experience in secretarial and office management work of a discretionary and confidential nature preferably in a function related to courts or justice-related agencies which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

### **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

## **ALTERNATIVE DISPUTE RESOLUTION CLERK**

### **FUNCTION**

Performs specialized advanced journey level office support and clerical work involving the coordination, monitoring and performance of activities in assigned aspects of alternative dispute resolution programs.

### **SUPERVISION RECEIVED**

Work is performed under general supervision of a higher level of authority. The employee is expected to exercise initiative, independent judgement, and discretion in efficiently performing a full range of administrative tasks related to alternative dispute resolution program activities. Work is reviewed upon completion for adherence to established policies, procedures and results obtained.

### **SUPERVISION EXERCISED**

As assigned, may exercise technical and/or functional supervision of subordinates or directly exercise immediate to general supervision of assigned subordinates.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Ensures that policies and procedures of alternative dispute resolution programs are administered in accordance with statutes, court rules, and directives.
- Develops and maintains alternative dispute resolution programs, provides quality services to parties, and ensures overall effectiveness and efficiency of program activities.
- Provides necessary screening and intake of court referrals.
- Establishes and utilizes referral sources both within and outside program criteria.
- Prepares written reports and maintains records for alternative dispute resolution programs.
- Assists in the recruitment, screening, supervision and training of arbitrators, neutrals and other volunteers.
- Coordinates logistical arrangements for and oversight of mediation and arbitration hearings.
- Makes referrals to community service agencies and organizations.

- Evaluates the performance of neutrals and accomplishment of overall program goals and objectives.
- Maintains, analyzes and reports statistics and information to the Alternative Dispute Resolution Coordinator.
- Submits to all inspection and evaluation efforts requested and/or performed by Arizona Supreme Court staff.
- Attends and participates in alternative dispute resolution training programs.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, court and community service organizations, and the general public to promote programs, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints related to alternative dispute resolution programs.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back, on call status, and irregular schedules to include completion of work assignments on weekends and holidays. May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of:

- principles and practices of administration, program coordination, and mediation techniques.
- psychological, sociological and cultural influence on interpersonal relationships and human behavior.

Specialized knowledge of:

- principles and methods of interviewing, evaluation and investigating techniques.
- principles of coordination, evaluation, and training.

- records management and forms development and evaluation.

Skill in:

- the operation of general office equipment such as computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- understand, interpret and apply state laws, court rules and regulations to the administration, coordination and performance of activities associated with the alternative dispute resolution program.
- make decisions in accordance with established policies and regulations.
- set priorities and schedule and evaluate work activities.
- recruit, screen, and train volunteer mediators.
- recruit, screen, and assist paid arbitrators.
- collect, analyze and evaluate data in order to prepare reports and make recommendations.
- analyze situations and determine appropriate or alternative actions.
- communicate clearly and concisely both verbally and in writing.
- maintain accurate and up-to-date records and documentation.
- coordinate caseloads to ensure that proceedings are conducted in a timely manner.
- understand ideas and exercise good judgement.
- manage and coordinate cases which may be controversial or sensitive in nature.
- maintain and uphold confidential communication and information.
- fulfill all physical requirements of the class.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to graduation from high school and three (3) or more years progressively responsible experience in public or business administration, program coordination, mediation or other office work of a discretionary and confidential nature which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

**NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Clerical/Technician/Paraprofessional
FLSA STATUS:	Non-Exempt (Classified)
EFFECTIVE DATE:	July 1, 1996

## **ALTERNATIVE DISPUTE RESOLUTION COORDINATOR**

### **FUNCTION**

Performs professional advanced journey level work involving the coordination, administration, oversight, and evaluation of alternative dispute resolution programs and activities.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of a higher level of authority. The employee is expected to exercise initiative and independent judgement in the coordination, administration, oversight, and monitoring of alternative dispute resolution programs and activities in accordance with established statutes, court rules, policies, procedures, and regulations.

### **SUPERVISION EXERCISED**

May exercise technical and/or functional supervision of subordinates as assigned .

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Plans, develops and undertakes projects and studies to improve alternative dispute resolution programs in courts which may include use of project management techniques; statistical research design, measurement and evaluation; development of data collection instruments; court-site visits and interviews; and direct observation of court workloads and paperflow. Court-site visits may involve review and evaluation of financial records, filing logs, docket sheets, case files, and other court documents.
- Conducts research and analysis of alternative dispute resolution issues.
- Develops and implements model alternative dispute resolution programs.
- Drafts procedure manuals to standardize alternative dispute resolution policies and procedures.
- Ensures quality services to parties and overall effectiveness and efficiency of alternative dispute resolution programs and activities which may include the conciliation court program, justice court alternative dispute resolution program, superior court alternative dispute resolution program (including the arbitration division), summary jury trials, and the multi-door courthouse project.
- Prepares and presents education and public relations programs to improve community understanding and use of alternative dispute resolution services.

- Recruits, screens, hires, trains, and supervises alternative dispute resolution program staff, contract service providers, interns, and volunteers.
- Prepares written reports identifying existing operations and recommending changes to alternative dispute resolution programs.
- Prepares and submits federal and state grant applications for alternative dispute resolution projects and programs.
- Evaluates performance of program staff and accomplishment of alternative dispute resolution program goals and objectives.
- Provides technical assistance and support services to courts regarding alternative dispute resolution options and services.
- Oversees and monitors alternative dispute resolution program resources and expenditures.
- Serves as staff for court committees and work groups.
- Attends and participates in alternative dispute resolution training and education programs.
- Provides liaison to state and local judicial, executive and legislative branch departments and justice-related organizations, agencies, and associations.
- Responds to inquiries from judges, court personnel, attorneys, state and local government officials, and the public regarding alternative dispute resolution issues.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, community service organizations, and the general public to promote program, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints related to alternative dispute resolution program projects and activities.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back

or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Advanced knowledge of:

- principles and practices of public administration, social science, and alternative dispute resolution programs and techniques.
- criminal and civil justice systems as they apply to family court issues.
- legal processes and terminology.
- principles and practices of social work, psychology, sociology, family and marital counseling, and mediation techniques.
- psychological, sociological and cultural influence on interpersonal relationships and human behavior.

Specialized knowledge of:

- Arizona Revised Statutes, Arizona Rules of Court and other applicable regulations and policies pertaining to alternative dispute resolution.
- principles and methods of alternative dispute resolution, interviewing techniques, evaluation, and report preparation.
- court operations and legal procedures.
- modern office practices and procedures.
- principles and practices of leadership, recruitment, selection, supervision, coordination, evaluation, and training.
- records management policies and procedures.

Skill in:

- the operation of general office equipment such as computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- develop and supervise alternative dispute resolution programs.
- understand, interpret and apply federal and state laws and regulations to the administration, coordination, and performance of activities associated with alternative dispute resolution programs.
- make decisions in accordance with established policies and regulations.
- set priorities, assign, schedule, train, supervise, and evaluate work activities.
- represent alternative dispute resolution programs to the community through presentations and education projects.
- recruit, screen, hire, and train alternative dispute resolution program staff.
- analyze situations and determine appropriate or alternative actions.
- collect and analyze data and prepare written management reports with recommendations.
- communicate clearly and concisely both verbally and in writing.
- maintain accurate and up-to-date records and documentation.
- understand concepts and ideas and exercise good judgement.
- manage alternative dispute resolution funds and monitor expenditures.
- maintain and uphold confidential communication and information.
- fulfill all physical requirements of the class.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Master's Degree in marriage and family counseling, social work, psychology, sociology, or related field from an accredited college or university and three (3) or more years of progressively responsible administrative, professional or technical experience in a court, social service or justice-related organization which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education

and training which provides the desired knowledge, skills and abilities.

**NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Professional/Administrative
FLSA STATUS:	Exempt (Classified)
EFFECTIVE DATE:	July 1, 1996

## **CASA COORDINATOR**

### **FUNCTION**

Performs professional advanced journey level work involving the coordination, administration, oversight, and evaluation of court appointed special advocate program and activities.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of a higher level of authority. The employee is expected to exercise initiative and independent judgement in the coordination, administration, oversight, and monitoring of the CASA program and activities in accordance with established statutes, court rules, policies, procedures, and regulations.

### **SUPERVISION EXERCISED**

May exercise technical and/or functional supervision of subordinates and program volunteers as assigned.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Reviews and screens dependency cases and other case referrals to ensure that services are provided effectively and goals are attained.
- Prepares and presents education and public relations programs to improve community understanding and use of CASA services.
- Prepares articles for the media to explain program and recognize accomplishments.
- Determines best course of action in completing assignments in assigned areas including setting priorities.
- Directs and monitors activities of the assigned caseload.
- Supervises volunteers and coordinates and performs a variety of administrative staff work including scheduling; maintaining records; responding to requests for information or services; performing related administrative, planning and research activities; preparing correspondence, reports, statistical information, and budget materials; and assisting in the development of policies, procedures and training.
- Recruits, screens, trains and supervises CASA program staff, contract service providers, interns, and volunteers.

- Determines appropriate placement of cases with CASA volunteers.
- Supervises program activities and assists volunteers in preparation of reports.
- Reviews reports and records filed by volunteers for completeness, accuracy, and adherence to policies and procedures.
- Instructs volunteers in program policies, procedures and techniques.
- Prepares, develops and instructs volunteers through in-service training on methods and procedures, rules, regulations and other matters to ensure compliance with program requirements.
- Assists and instructs volunteers in resolving problems and situations.
- Coordinates special recognition programs for CASA volunteers.
- Assists in and coordinates activities and programs with staff of the Arizona Supreme Court, Arizona Department of Economic Security, Juvenile Court, and community organizations and agencies.
- Attends and participates in Arizona Supreme Court training programs.
- Implements CASA program pursuant to Arizona Supreme Court Rule 22.1 and Administrative Order 94-32.
- Prepares and monitors program budget.
- Prepares a variety of reports including investigative reports for the Juvenile Court.
- Attends juvenile dependency hearings and provides oral and written reports.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, school personnel, foster parents, behavioral health personnel, clients and extended families, and the general public to promote program, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints related to CASA program projects and activities.

## **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Advanced knowledge of:

- principles and practices of public administration, social science, counseling and interviewing techniques.
- psychological, sociological and cultural influence on interpersonal relationships and human behavior.
- criminal and juvenile justice systems as they apply to dependent children and their parents/guardians.
- legal processes and terminology.
- foster care review systems.

Practical knowledge of:

- principles and methods of investigation, interview techniques, evaluation and report preparation.
- court operations and legal procedures.
- family and individual counseling techniques.
- modern office practices and procedures.
- principles and practices of leadership, recruitment, selection, supervision, coordination, evaluation, and training.
- records management policies and procedures.

Skill in:

- the operation of general office equipment such as computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- understand, interpret and apply federal and state laws and regulations to the administration, coordination and performance of activities associated with the CASA program.
- make decisions in accordance with established policies and regulations.
- read, interpret and apply technical materials encountered as a result of work assignments.
- set priorities, assign, schedule, train, supervise and evaluate work activities.
- persuade assigned volunteers effectively.
- interview and conduct investigations into a person's background.
- collect and analyze data and prepare management reports with recommendations.
- analyze situations and determine appropriate or alternative actions.
- communicate clearly and concisely both verbally and in writing.
- observe and record events accurately and concisely.
- maintain accurate and up-to-date records and documentation.
- organize caseload to ensure determinations are made on a timely basis.
- understand concepts and ideas and exercise good judgement.
- maintain and uphold confidential communication and information.
- establish and maintain cooperative working relationships with those contacted in the course of work.
- fulfill all physical requirements of the class.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Bachelor's

Degree in public or business administration, social work, psychology, sociology, or related field from an accredited college or university and three (3) or more years of progressively responsible administrative, professional or technical experience in a court, social service or justice-related organization which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

**NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Professional/Administrative
FLSA STATUS:	Exempt (Classified)
EFFECTIVE DATE:	July 1, 1996

## **CASEFLOW MANAGER**

### **FUNCTION**

Performs professional advanced level work involving the management, coordination, administration, oversight and evaluation of calendaring and caseflow management functions and activities.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of a higher level of authority. The employee is expected to exercise initiative and independent judgement in the management, coordination, administration, oversight, and evaluation of calendaring and caseflow management functions and activities in accordance with established statutes, court rules, policies, procedures, and regulations.

### **SUPERVISION EXERCISED**

May exercise professional, technical and/or functional supervision of subordinates as assigned.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Plans, develops and undertakes projects and studies to improve case processing programs in courts which may include use of project management techniques, statistical research design, measurement and evaluation; development of data collection instruments; court site visits and interviews; and direct observation of court workloads and paperflow. Court site visits may involve review and evaluation of financial records, filing logs, docket sheets, case files, and other court documents.
- Plans, organizes, directs and supervises assigned court administrative functions and case processing services including hiring, training, and supervising staff in court programs and monitors compliance with applicable rules.
- Ensures the timely processing of cases in the court system to reduce the jail population.
- Oversees and evaluates calendaring activities of courts including monitoring of system compliance with state law and court rules.
- Ensures the enforcement of the caseflow management system.
- Directs the development, implementation and maintenance of automated calendaring functions and case management and tracking activities.

- Works with judges, court staff, justice agencies, and attorneys to accomplish prompt case processing through the monitoring of events within the court system.
- Recommends changes in court rules, policies, procedures and operations.
- Develops and implements policy decisions and coordinates activities with other justice agencies.
- Conducts research and ensures compliance with trial court performance standards and guidelines.
- Performs case management analysis and evaluation to reduce court costs.
- Prepares management reports recommending improved case processing and procedures.
- Monitors and analyzes caseload to meet case processing time standards.
- Plans for court operations and growth projections based on statistical and other information.
- Analyzes case assignment systems and procedures and monitors judicial workloads to ensure appropriate allocation.
- Directs assigned personnel in carrying out the administrative functions and operations of the court.
- Participates in the formulation of case management goals, objectives, policies, and priorities with judges and court staff.
- Assists in identifying court system problems and needs and assists in court management planning.
- Establishes and maintains court information reporting systems and reports.
- Develops and implements model case management systems and programs.
- Provides technical assistance and support services to courts on case management.
- Serves as staff for court committees and work groups.
- Provides liaison to state and local judicial, executive and legislative branch departments and justice-related organizations, agencies and associations.

- Responds to inquiries from judges, court personnel, attorneys, state and local government officials, and the public regarding case management issues.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies and the general public to promote the court, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints related to case management program projects and activities.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Advanced knowledge of:

- principles and practices of public and judicial administration.
- criminal and civil justice systems and they apply to case management.
- legal processes and terminology.
- principles and practices of leadership, motivation, supervision, coordination, evaluation and training.

Specialized knowledge of:

- Arizona Revised Statutes, Arizona Rules of Court and other applicable regulations and policies pertaining to case management.
- court operations and legal procedures.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.

- evaluate, develop and implement programs in the court environment.
- develop and implement case delay reduction programs.
- understand, interpret and apply federal and state laws and regulations to the administration, coordination, and performance of activities associated with case management programs.
- represent case management programs to the community through presentations and education projects.
- plan, organize, supervise, train and evaluate the work of court employees.
- analyze problems and provide appropriate recommendations.
- collect and analyze data and prepare written management reports with recommendations.
- communicate clearly and concisely both verbally and in writing.
- manage court funds and monitor expenditures.
- maintain and uphold confidential communication and information.
- fulfill all physical requirements of the class.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Master's Degree in public, business, or judicial administration or related field from an accredited college or university and three (3) or more years of progressively responsible management, administrative or professional experience in a court or justice-related organization which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

### **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not

designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY: Professional/Administrative  
FLSA STATUS: Exempt (Classified)  
EFFECTIVE DATE: July 1, 1996

## **COURT ADMINISTRATOR**

### **FUNCTION**

Performs professional executive level work involving management and administration of non-judicial functions of the court system.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of the Presiding Judge of the Superior Court.

### **SUPERVISION EXERCISED**

Provides direct supervision of a staff of professional, technical and clerical personnel.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Supervises the activities of the Court Administrator's Office.
- Organizes and administers the non-judicial activities of both the general jurisdiction and limited jurisdiction courts including case management, automation, alternative dispute resolution, court collections, facilities, law library and court security.
- Coordinates court administrative functions including planning, budgeting, accounting, procurement, and personnel activities.
- Coordinates the preparation, administration and management of court-related budgets.
- Prepares, administers and manages grants available through other governmental units.
- Assists judges in researching, establishing and implementing court policies and procedures.
- Facilitates the identification of problems and recommends and initiates solutions.
- Selects, trains and evaluates subordinate employees.
- Coordinates court activities with county departments, municipal courts and/or other justice agencies.
- Compiles and maintains records and statistics of court business.

- Prepares written and oral management reports.
- Responds to requests for information.
- Coordinates with the Clerk of the Superior Court to accomplish the prompt and orderly disposition of court business.
- Makes suitable courtroom and personnel arrangements for visiting judges.
- Oversees manual and automated information system planning, development and implementation.
- Develops and implements court security plans.
- Identifies long range equipment and facility needs, taking into account the requirements of all court-related entities.
- Manages and oversees the operation of the law library.
- Attends various meetings and conferences.
- Establishes and maintains effective working relationships with personnel contacted during the course of work.
- Monitors and evaluates court operations and procedures.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with Presiding Judge and other judges, court personnel, attorneys, county departments, external agencies and the general public to promote the court, coordinate activities, gather required information, respond to inquiries, and solve problems related to court projects and activities.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

### Advanced knowledge of:

- administration and management of court programs and services.
- principles and practices of public administration.
- structure and organization of court functions and services.
- technology as applied to the judicial system.
- laws, rules and concepts pertaining to the judicial administration.
- principles and practices of leadership, motivation, supervision, coordination, evaluation, and training.

### Specialized knowledge of:

- Arizona Revised Statutes, Arizona Rules of Court and other applicable regulations and policies pertaining to court administration.
- work flow, distribution and simplification.
- automated record keeping systems and other technologies.

### Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- evaluate, develop and implement programs in the court environment.
- conduct conferences and meetings.
- communicate clearly and concisely both verbally and in writing.
- plan, organize, supervise, train and evaluate the work of court employees.
- analyze problems and provide appropriate recommendations.
- prepare clear, accurate and comprehensive reports and memoranda.
- establish and maintain effective working relationships with judges, attorneys, government representatives, county departments, and the public.

-- fulfill all physical requirements of the class.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Master's Degree in public, business, or judicial administration or related field from an accredited college or university and five (5) or more years of progressively responsible management experience in a court or justice-related organization which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

**NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Appointed
FLSA STATUS:	Exempt (Unclassified)
EFFECTIVE DATE:	July 1, 1996

## **COURT AUTOMATION SYSTEMS MANAGER**

### **FUNCTION**

Performs professional advanced journey level work of considerable difficulty involving the design, installation, modification, technical support and management of a computerized network information system.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of a higher level of authority. The employee is expected to exercise initiative and independent judgement in the coordination and maintenance of the court system's automated information network by analyzing and developing information requirements, programs and activities in accordance with established statutes, court rules, policies, procedures and regulations.

### **SUPERVISION EXERCISED**

May exercise technical and/or functional supervision of subordinates as assigned. May oversee and direct work of outside contractors hired to perform specific tasks involved in court automation.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Plans, develops and oversees the Court Automation Project.
- Identifies and analyzes court information requirements, methods and processes.
- Documents findings, develops plans and solutions, and makes recommendations for new procedures.
- Works with individual courts to identify and analyze case and financial management needs and problems.
- Evaluates methods used to provide information and develops alternative and more efficient data retrieval.
- Coordinates plans and procedures to coincide with court system requirements.
- Works in cooperation with other county departments and outside agencies to facilitate communication and information exchange.
- Evaluates hardware and software for various court applications.
- Determines and evaluates sources for hardware and software.

- Writes specifications and makes recommendations for hardware and/or software enhancements and acquisitions.
- Establishes and implements procedures to produce required information.
- Installs, configures, manages, and monitors Novell-based local area networks and the wide area network.
- Purchases, installs, and tests microcomputers and peripheral equipment.
- Installs, configures, and tests software application programs.
- Operates and monitors Informix database and IBM RS/6000 server using AIX-UNIX operating system.
- Schedules and performs daily system backups.
- Trains court staff to support and back up local systems.
- Develops, coordinates and/or provides training and assistance to personnel in the use of computer hardware and software.
- Supervises computer usage by and within courts and sets up procedures for their use.
- Coordinates with Arizona Supreme Court staff on network connections to statewide databases.
- Assists in identifying and monitoring computer-related legislative initiatives.
- Develops, monitors and revises intergovernmental agreements as appropriate.
- Provides technical support, assistance and training to court personnel using computer hardware and software.
- Acts as liaison/interface between users and technical support personnel for software application needs.
- Resolves hardware and software problems and performs routine maintenance.
- Attends and participates in information systems training and education programs.
- Prepares systems documentation and operational procedures.
- Maintains inventory of court hardware and software.

- Establishes security access privileges and monitors court usage of the network.
- Operates micro and mini computer systems to perform backups and maintain system and equipment.
- Serves as network administrator, develops procedures and work methods and performs network maintenance and troubleshooting.
- Develops reports using a Report Writer to access the Informix database.
- Serves as staff for court automation committees and workgroups.
- Provides reports on project status.
- Prepares and monitors automation budgets and funds.
- Prepares and submits grant applications.
- Responds to inquiries from judges, court personnel, attorneys, state and local government officials, and the public regarding automation issues.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, court organizations, and the general public to promote automation projects, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. Work requires frequent usage of Video Display Terminals (VDT's). May involve frequent lifting and carrying of objects of 50 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Advanced knowledge of:

- principles and practices of public and business administration, computer science,

and management information systems.

- project management techniques as related to information systems planning and implementation.
- automated case and/or financial management systems.
- criminal and civil justice systems as they apply to information requirements.
- legal processes and terminology.
- techniques involved in adapting office procedures and processes to data processing equipment and methods.
- data processing system requirements.
- programming principles.
- 4th generation languages.

Specialized knowledge of:

- Arizona Revised Statutes, Arizona Rules of Court and all other applicable regulations and policies.
- principles and methods of research, interviewing techniques, evaluation and report preparation.
- court operations and legal procedures.
- modern office practices and procedures.
- principles and practices of leadership, coordination, evaluation, and training.
- computing literacy including the use of word processing and electronic spreadsheet applications.
- principles of computer operations and maintenance of related peripheral equipment such as printers, tape, disk, computer terminals, or similar devices.
- Local Area Network (LAN) and Wide Area Network (WAN) principles and communication protocols.

Skill in:

- aspects of technical information processing.
- logical and analytical reasoning.
- interpreting and resolving problems.
- the operation of computer equipment such as microcomputers and minicomputers.
- the operation of peripheral devices such as tape drives, disk drives, and printers.
- effective utilization of spreadsheet, word processing, and graphic applications.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- analyze situations and determine appropriate or alternate actions.
- communicate clearly and concisely both verbally and in writing.
- establish and maintain effective working relationships with judges, attorneys, employees, other agencies, and the public.
- maintain accurate and up-to-date records and documentation.
- prepare and conduct user training.
- effectively supervise and evaluate the work of others.
- interpret technical information encountered in the performance of duties.
- perform routine maintenance and correct hardware and software malfunctions.
- analyze court procedures and determine feasibility of electronic information processing.
- maintain and uphold confidential communication and information.
- fulfill all physical requirements of the class.

## **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Bachelor's Degree in public or business administration, computer science, management information systems or related field from an accredited college or university and three (3) or more years of progressively responsible administrative, professional or technical experience in an automated data processing environment which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

## **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

## **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Professional/Administrative
FLSA STATUS	Exempt (Classified)
EFFECTIVE DATE:	July 1, 1996

## **COURT COLLECTIONS CLERK**

### **FUNCTION**

Performs specialized advanced journey level support and clerical work involving the coordination, monitoring and performance of activities in assigned aspects of court collections programs.

### **SUPERVISION RECEIVED**

Work is performed under general supervision of a higher level of authority. The employee is expected to exercise initiative, independent judgment and discretion in efficiently performing a full range of administrative tasks related to court collections program activities. Work is reviewed upon completion for adherence to established policies, procedures and results obtained.

### **SUPERVISION EXERCISED**

As assigned, may exercise technical and/or functional supervision of subordinates or directly exercise immediate to general supervision of assigned subordinates.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Develops and maintains court collection programs, provides quality service to parties, and ensures overall effectiveness and efficiency of program activities.
- Coordinates fine collection programs and policies and procedures for the court.
- Ensures that policies and procedures of court collection programs are administered in accordance with statutes, court rules and directives.
- Interviews defendants requesting time to pay fees and reviews court financial information to determine defendant's ability to pay fees immediately or appropriateness for granting delays.
- Approves acceptable fine payment schedules when necessary.
- Utilizes credit and collection methods to obtain information on defendants by reviewing records available through the National Credit Bureau, Arizona Department of Motor Vehicle and other public record resources.
- Accesses automated databases to retrieve case information.
- Monitors outstanding financial accounts and follows up on payments due or past due by written or telephonic contact.

- Conducts skip tracing to locate owners of delinquent accounts.
- Reviews case files to determine outstanding accounts.
- Maintains record keeping systems to include payment schedules, fee payments, delinquent accounts.
- Prepares correspondence, forms and reports.
- Prepare notices of delinquent accounts and actively pursues collection of fines through conducting correspondence, phone calls and skip tracing and may forward delinquent accounts to collection agencies.
- Maintains, analyzes and reports statistics and information to the Court Collections Officer.
- Provides community service information to defendants needing counseling, financial guidance, or other types of services.
- Attends and participates in court collections training programs.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, court and community service organizations, and the general public to promote program, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints related to court collection programs.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work requires frequent usage of Video Display Terminals (VDT's). May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- principles and practices of administration, program coordination, and collections

techniques.

Specialized knowledge of:

- principles and methods of interviewing, evaluation and investigating techniques.
- principles of coordination, evaluation and training.
- records management and forms development and evaluation.
- computing literacy to include the use of word processing and electronic spreadsheet applications.

Skill in:

- the operation of general office equipment such as computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- understand, interpret and apply state laws, court rules, and regulations to the administration, coordination and performance of activities associated with the court collections program.
- make decisions in accordance with established policies and regulations.
- make arithmetical computations rapidly and accurately.
- coordinate court fines collection programs, projects and activities in an efficient and timely manner.
- analyze situations and determine appropriate or alternative actions.
- collect, analyze and evaluate data in order to prepare reports and make recommendations.
- communicate clearly and concisely both verbally and in writing.
- maintain accurate and up-to-date records and documentation.
- understand ideas and exercise good judgement.

- maintain and uphold confidential communication and information.
- fulfill all physical requirements of the class.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to graduation from high school and three (3) or more years of progressively responsible experience in public or business administration, program coordination, collections or other office work of a discretionary and confidential nature which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

### **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY: Clerical/Technician/Paraprofessional  
FLSA STATUS: Non-Exempt (Classified)  
EFFECTIVE DATE: July 1, 1996

## **COURT COLLECTIONS OFFICER**

### **FUNCTION**

Performs professional advanced journey level work involving the development, coordination, administration, oversight, and evaluation of the court collections program and activities.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of a higher level of authority. The employee is expected to exercise initiative and independent judgement in the development, coordination, administration, oversight, and monitoring of court fine collection programs and activities in accordance with established statutes, court rules, policies, procedures and regulations.

### **SUPERVISION EXERCISED**

May exercise technical and/or functional supervision of subordinates as assigned.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Develops, researches, implements, and coordinates a fine collection program.
- Performs field work to assist courts in locating individuals and collecting outstanding fines and payments.
- Reviews court financial information to determine the ability to pay fines immediately or appropriateness for granting delays.
- Approves acceptable fine payment schedules when necessary.
- Utilizes credit checks and collection methods to obtain information on defendants by reviewing records available through the National Credit Bureau, Arizona Department of Motor Vehicles and other public record resources.
- Monitors outstanding financial accounts and follows up on payments due or past due by written or telephonic contact.
- Conducts skip tracing to locate owners of delinquent accounts.
- Develops and maintains recordkeeping systems to include payment schedules, fee payments, and delinquent accounts.
- Prepares notices of delinquent accounts and actively pursues collection of fines

through conducting correspondence, phone calls and skip-tracing.

- Assists courts in establishing procedures to forward delinquent accounts to private collection agencies.
- Drafts procedure manuals to standardize court collections policies and procedures.
- Coordinates collection activities with the county attorney's office, law enforcement agencies and other outside agencies.
- Recruits, screens, hires, trains and supervises collections program staff, contract service providers, interns, and volunteers.
- Prepares analytical and statistical reports on revenues, collection activities, and program performance.
- Prepares and revises court collection procedure manuals.
- Develops and implements procedures for skip-tracing and assures completion of reports.
- Prepares and submits federal and state grant applications for court collections projects and programs.
- Determines budget requirements and administers grants for the collection program.
- Evaluates performance of program staff and accomplishment of court collections program goals and objectives.
- Develops and implements court collection training programs.
- Prepares and presents education programs on court collection programs and activities to court staff, county personnel and outside agencies.
- Serves as staff for court committees and workgroups.
- Provides community service information to defendants needing counseling, financial guidance and other services.
- Attends and participates in court collections training and education programs.
- Provides liaison to state and local judicial, executive and legislative branch departments and justice-related organizations, agencies, and associations.

- Responds to inquiries from judges, court personnel, attorneys, state and local government officials, and the public regarding court collections issues.
- Represents the court in various conferences and meetings.
- Performs special assignments as requested.
- Performs related work as assigned.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, court and community service organizations, and the general public to promote program, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. Work requires frequent usage of Video Display Terminals (VDT's). May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of:

- business practices related to court fines collection including court procedures, cash handling, recordkeeping systems, collection methods, and related rules and regulations.
- criminal and civil justice systems as they apply to collection issues.
- legal processes and terminology.

Specialized knowledge of:

- Arizona Revised Statutes, Arizona Rules of Court and other applicable regulations and policies pertaining to the collection of court fines.
- automated case and/or financial management systems.
- principles and methods of research, interviewing techniques, evaluation and report preparation.

- court operations and legal procedures.
- modern office practices and procedures.
- computer literacy to include the use of word processing and electronic spreadsheet applications.

Skill in:

- the operation of general office equipment such as personal computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- understand, interpret and apply federal and state laws and regulations to the administration, coordination, and performance of activities associated with court collection programs including court policies and rules.
- make decisions in accordance with established policies and regulations.
- make arithmetical computations rapidly and accurately.
- plan, organize, schedule and coordinate court fine collection programs, projects and activities in an efficient and timely manner.
- develop and implement program policies, procedures and standards.
- represent court collection programs to the community through presentations and education projects.
- recruit, screen, hire, and train court collections program staff.
- analyze situations and determine appropriate or alternative actions.
- collect and analyze data and prepare written management reports with recommendations.
- communicate clearly and concisely both verbally and in writing.
- maintain accurate and up-to-date records and documentation.
- understand concepts and ideas and exercise good judgement.

- manage court collection funds and monitor expenditures.
- maintain and uphold confidential communication and information.
- fulfill all physical requirements of the class.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Bachelor's Degree in business or public administration, accounting or related field from an accredited college or university and three (3) or more years of progressively responsible administrative, professional or technical experience in developing, analyzing, and coordinating a collections program which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

### **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Professional/Administrative
FLSA STATUS:	Exempt (Classified)
EFFECTIVE DATE:	July 1, 1996

## **COURT COMMISSIONER**

### **FUNCTION**

Performs highly responsible judicial work involving the hearing of formal court proceedings and adjudication of certain types of cases.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of the Presiding Judge of the Superior Court.

### **SUPERVISION EXERCISED**

May exercise direct supervision of a staff of professional and clerical personnel as assigned.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Conducts ex-parte motion hearings for orders and writs.
- Accepts proof and provides determinations on matters of fact other than issues raised by pleadings for court required information.
- Reviews sureties and accepts and approves bonds in actions or court proceedings.
- Administers oaths and accepts affidavits and depositions.
- Accepts acknowledgments and proof of deeds.
- Charges and collects fees for performing official acts as notaries and authenticates such acts.
- Hears and determines matters in which parties are adversely impacted by the entering of a default judgement.
- Provides for the expeditious establishment and enforcement of child support orders pursuant to A.R.S. § 12-2451 through 12-2461 and actions brought in accordance with the state plan for support collection under Title IV-D of the U.S. Social Security Act.
- Hears and determines matters involving garnishment of earnings actions, supplemental proceedings, uncontested petitions for adoption or child custody issues, and requests for review of temporary custody.

- Signs orders quashing writs of garnishment.
- Hears and determines assigned uncontested matters arising out of decedent estates, guardianships, protective proceedings and trusts.
- Grants and signs orders, judgements or decrees in civil cases upon written stipulation of the parties.
- Hears and determines motions or applications on orders, judgements or decrees granted or signed by another court commissioner.
- Issues orders to show cause under Civil Rule 6(d) and in contempt proceedings.
- Adjudicates persons in contempt of court for direct contempt, acts or omission in violation of the order and imposes fines or imprisonment.
- Hears and determines matters governed by Criminal Rules 4, 6, 7, 12.7, 12.26, 14, 17.1, 17.2, 17.3, 17.4, 17.6, 27.7(a), 27.7(e) and 27.8.
- Hears and determines assigned matters arising out of mental health services and involuntary civil commitment orders.
- Issues civil arrest warrants.
- Hears and determines, if assigned as commissioner in the Arizona Tax Court, matters involving small claims procedures.
- Adjudicates matters and proceedings involving dissolution of marriage including signing orders pendente lite; issuing decrees of dissolution, annulment, or legal separation; posting decree orders; and imposing a fine or imprisonment.
- Hears and determines matters at initial or advisory hearings on petitions for delinquency and incorrigibility.
- Hears and determines assigned matters concerning delinquency and incorrigibility accusations.
- Hears and determines under Juvenile Rule 15 and 16 any uncontested petition commenced concerning a dependent child.
- Enters temporary orders to declare a child a temporary ward of the court.
- Hears and determines matters pertaining to evaluation and placement of mentally ill children in mental health facilities.

- Hears and determines applications to destroy juvenile records.
- Enters orders for family counseling programs.
- Hears and determines uncontested reviews of children in foster homes and care.
- Hears and determines uncontested proceedings on petitions to terminate a parent-child relationship.
- Hears and disposes of cases involving juveniles charged with an alcohol offense or non-felony violation of the traffic code.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, community service organizations, and the general public to adjudicate matters before the Superior Court.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Advanced knowledge of:

- federal and state laws, rules and regulations, established precedents, and sources of legal reference in assigned areas of responsibility.
- court procedures, rules of evidence and trial and courtroom procedures.
- legal processes and terminology.
- the application of legal principles to individual cases.

Specialized knowledge of:

- Arizona Revised Statutes, Arizona Rules of Court and other applicable regulations and policies pertaining to the assigned division of the court.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- analyze facts, evidence and precedents to arrive at logical conclusions.
- draft orders and set forth findings of fact and decisions clearly and concisely both verbally and in writing.
- counsel persons on sensitive problems.
- apply legal principles and specialized knowledge to individual cases and problems.
- communicate clearly and concisely both verbally and in writing.
- understand concepts and ideas and exercise good judgement.
- fulfill all physical requirements of the class.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Law Degree from an accredited college or university, a license to practice law in Arizona, and three (3) or more years of progressively responsible judicial or legal experience in a court, law firm, or justice-related organization which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

### **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Appointed
FLSA STATUS:	Exempt (Unclassified)
EFFECTIVE DATE:	July 1, 1996

## **COURT REPORTER**

### **FUNCTION**

Performs professional journey level work involving the recording and transcribing of legal proceedings to report a verbatim record of court proceedings and producing transcripts of records for the Court of Appeals and attorneys.

### **SUPERVISION RECEIVED**

Work is performed independently under supervision of a higher level of authority.

### **SUPERVISION EXERCISED**

None

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Records courtroom proceedings by use of a stenograph or other specialized equipment.
- Transcribes verbally from stenographic notes as requested by a judge or attorney during courtroom proceedings.
- Prepares transcripts of cases by dictating, proofreading, binding, and certifying document as to true copy.
- Perform special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, and the general public to provide a transcript of court proceedings, respond to inquiries, and resolves complaints.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

## **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Practical knowledge of:

- the methods and practices of recording courtroom proceedings through use of stenograph or other specialized equipment.
- courtroom practices and procedures.
- legal terminology.
- modern office practices and procedures.

Skill in:

- the operation of transcription and dictation devices and general office equipment such as typewriters, facsimile machines, and photocopy machines.

Ability to:

- work in a team environment and establish and maintain effective and positive working relationships with others.
- record quickly and accurately courtroom proceedings with the use of stenographic or other specialized equipment.
- transcribe records and present oral responses to requests of recordings during courtroom proceedings.
- communicate clearly and concisely both verbally and in writing.
- accurately proofread transcripts.
- establish and maintain cooperative working relationships with those contacted in the course of work.
- fulfill all physical requirements of the class.

## **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to the successful completion of a formal court reporters's curriculum from an approved court reporting school, compliance with requirements established in A.R.S. 12-221, and three (3) or more years of court reporting experience which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and

training which provides the desired knowledge, skills and abilities.

**NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Professional/Administrative
FLSA STATUS:	Exempt (Unclassified)
EFFECTIVE DATE:	July 1, 1996

## **COURT SECURITY COORDINATOR**

### **FUNCTION**

Performs professional advanced journey level work involving the development, coordination, administration, oversight, and evaluation of court security programs and activities.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of a higher level of authority. The employee is expected to exercise initiative and independent judgement in the development, coordination, administration, oversight, and monitoring of court security programs and activities in accordance with established statutes, court rules, policies, procedures and regulations.

### **SUPERVISION EXERCISED**

May exercise technical and/or functional supervision of subordinates and program contractors as assigned.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Develops, researches, implements, and coordinates a court security program.
- Anticipates, recognizes, and appraises court safety and security risks.
- Prepares narrative reports with recommendations on security and safety issues that impact existing court policies and procedures.
- Serves and staff for court committees and work groups.
- Develops short and long term goals for implementation of security activities consistent with court needs.
- Develops security plans for high risk trials and other judicial proceedings.
- Secures, oversees, and evaluates performance of program staff and accomplishment of court security program goals and objectives.
- Secures entry screening security devices and other equipment to meet court safety needs.
- Drafts and revises procedure manuals to standardize court security policies and procedures.

- Coordinates court security activities with judges, law enforcement agencies and other outside agencies.
- Prepares and presents education programs on court security projects and activities to court staff, county personnel and outside agencies.
- Formulates and evaluates alternative methods of dealing with security by considering statutory authority; management, political and fiscal impacts; and the dignity of the court system.
- Prepares, submits, and administers federal and state grant applications for court security projects and programs.
- Develops and delivers court security training programs for judges and court personnel.
- Develops reporting systems, forms, and statistical databases on court security incidents and needs.
- Conducts safety and security assessments of court facilities throughout the county.
- Prepares and develops emergency evacuation plans and reviews and revises such plans as needed.
- Establishes and maintains liaison with federal, state and local sources for safety and security information, intelligence data, technological changes in security hardware, and staff training options.
- Attends and participates in court security training and education programs.
- Responds to inquiries from judges, court personnel, attorneys, state and local government officials, and the public regarding court security issues.
- Represents the court in various conferences and meetings.
- Performs special assignments as requested.
- Performs related work as assigned.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, court and community service organizations, law enforcement personnel, and the general public to promote program, provide explanations, coordinate activities,

gather required information, respond to inquiries, and resolve complaints.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of:

- principles and practices of public administration, law enforcement, protective services, and security programs and techniques.
- state and local government including statutory authority and responsibilities.
- modern techniques of court security.
- criminal and civil justice systems as they apply to court security issues.
- legal processes and terminology.
- psychological, sociological and cultural influence on interpersonal relationships and human behavior.

Specialized knowledge of:

- Arizona Revised Statutes, Arizona Rules of Court and other applicable regulations and policies pertaining to court security.
- court operations and legal procedures.
- modern office practices and procedures.
- principles and practices of leadership, recruitment, selection, supervision, coordination, evaluation and training.

Skill in:

- the operation of general office equipment such as personal computers, typewriters, calculators, facsimile machines, and photocopy machines.
- the operation of security equipment such as magnetometers, x-ray machines and

hand held metal detectors.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- analyze security and safety risks and prepare alternative responses.
- prepare and present training programs.
- conduct criminal background checks, secure intelligence information, and prepare reports.
- direct and oversee court security personnel.
- prepare management reports in a complete and accurate manner.
- organize, direct and coordinate administrative activities in an effective manner.
- understand, interpret and apply federal and state laws and regulations to the administration, coordination, and performance of activities associated with court security.
- make decisions in accordance with established policies and regulations.
- plan, organize, schedule and coordinate court security programs, projects and activities in an efficient and timely manner.
- develop and implement program policies, procedures and standards.
- represent court security programs to the community through presentations and education projects.
- analyze situations and determine appropriate or alternative actions.
- collect and analyze data and prepare written management reports with recommendations.
- communicate clearly and concisely both verbally and in writing.
- maintain accurate and up-to-date records and documentation.
- understand concepts and ideas and exercise good judgement.

- maintain and uphold confidential communication and information.
- fulfill all physical requirements of the class.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Bachelor's Degree in business or public administration, criminal justice, or related field from an accredited college or university and three (3) or more years of progressively responsible administrative, professional or technical experience in a court or justice-related organization which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

### **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Professional/Administrative
FLSA STATUS:	Exempt (Classified)
EFFECTIVE DATE:	July 1, 1996

## **FAMILY COUNSELOR - MEDIATOR**

### **FUNCTION**

Performs professional advanced journey level work involving the provision of family counseling and/or mediation services to support conciliation court programs and activities.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of a higher level of authority. The employee is expected to exercise initiative and independent judgement in the provision of family counseling and/or mediation services in accordance with established statutes, court rules, policies, procedures, and regulations.

### **SUPERVISION EXERCISED**

May exercise technical and/or functional supervision of interns and volunteers as assigned .

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Provides family and marital counseling and/or mediation services to parents who are in the process of dissolution or divorced.
- Maintains contact with judges, attorneys, relatives or other persons involved in conciliation proceedings.
- Refers clients to community social service agencies or private counseling services as needed.
- Conducts spousal conciliation counseling sessions to prevent dissolution.
- Assists parents in identifying their roles and responsibilities in a dissolution action.
- Conducts mediation sessions of child custody and visitation disputes.
- Develops and maintains requisite records.
- Prepares and presents parent education programs to improve parenting skills and community understanding and use of conciliation court services.
- Attends and participates in mediation training and education programs.

- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, court and community service organizations, and the general public to promote conciliation court program, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

Extensive knowledge of:

- principles and practices of social work, psychology, sociology, family and marital counseling, mediation, and parent education techniques.
- community organizations, family services, social service planning, consultation services, and family and marital counseling.
- federal and state laws, regulations, rules and standards pertaining to the provision of marital counseling and mediation services.

Skill in:

- the operation of general office equipment such as computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- conduct individual and group counseling sessions.
- conduct complex divorce mediation sessions.

- make decisions in accordance with established policies and regulations.
- represent mediation programs to the community through presentations and education projects.
- analyze situations and determine appropriate or alternative actions.
- communicate clearly and concisely both verbally and in writing.
- counsel using reality-oriented, behavioral objectives and contracting procedures.
- understand concepts and ideas and exercise good judgement.
- maintain and uphold confidential communication and information.
- fulfill all physical requirements of the class.

#### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Master's Degree in marriage and family counseling, social work, psychology, sociology, or related field from an accredited college or university and three (3) or more years of progressively responsible administrative, professional or technical experience in a court, social service or justice-related organization which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

#### **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

#### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Professional/Administrative
FLSA STATUS:	Exempt (Classified)
EFFECTIVE DATE:	July 1, 1996

## **JUDICIAL ASSISTANT**

### **FUNCTION**

Performs advanced journey level secretarial support and office management work for a judicial officer involving public contact, phone work, typing/word processing, taking dictation, transcribing, and scheduling.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the secretarial series. Incumbents at this level are required to be fully trained in secretarial support, office management and all related procedures. Appointment to this level requires that the incumbent performs the full range of duties and meets the qualification standards for the class.

### **SUPERVISION RECEIVED**

Work is performed under the direction of a judicial officer. The employee is expected to exercise initiative, independent judgement and discretion in efficiently performing a full range of secretarial and office management tasks. Work is reviewed upon completion for adherence to established policies, procedures and results obtained.

### **SUPERVISION EXERCISED**

As assigned, may provide technical and/or functional supervision of subordinates or may directly exercise immediate to general supervision of assigned subordinates.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Takes oral or recorded dictation; prepares minutes of conferences, staff and business meetings, and transcribes notes on word processor/typewriter.
- Summarizes notes and prepares reports for informational or study purposes.
- Makes appointments, calendars cases, schedules meetings, and informs participants as to agenda, time and pertinent subject matter.
- Prepares and provides participants with information materials and processes and notarizes documents as requested.
- Makes travel and conference arrangements and hotel reservations.
- Processes requisitions, invoices, inventories, contracts, and other documents relating to department or office activities.

- Devises, revises or maintains records, files, and bibliographic materials.
- Reads, analyzes and routes incoming mail with appropriate files or materials attached to correspondence to be answered.
- Composes correspondence, reports or material for official signature.
- Utilizes word processing equipment, computer terminal and other related computer and office equipment to perform a variety of tasks.
- Researches and prepares memos, reports, data, and other informational materials as requested or deemed necessary.
- As assigned, participates in developing division policies, procedures, schedules and assignments to accomplish goals and objectives.
- As assigned, supervises and trains other clerical personnel and administers routine office matters as delegated by the judicial officer.
- Acts as a receptionist, interviewing and screening visitors and providing information when appropriate.
- Establishes and maintains filing systems.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, and the general public to promote program, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of:

- secretarial and office support practices and procedures.
- composition and format of correspondence, memos, forms, and informational materials.
- business English, spelling, vocabulary, punctuation, and arithmetic.
- modern office machines and equipment.

Specialized knowledge of:

- the operations, routines and procedures of the office to be served or of similar offices and government functions.

Skill in:

- the operation of general office equipment such as computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- identify and resolve operational and procedural problems and implement corrective actions.
- analyze incoming correspondence and take appropriate action including composition of replies, researching for and compiling materials for requested information and referring requestors to additional or pertinent sources of information.
- tactfully and courteously interview and screen visitors/callers, handle complaints and other public and court contacts.
- maintain and adjust appointment schedules and keep supervisor informed of new or changing situations.
- summarize notes and prepare reports and data for informational or study purposes.
- make decisions in accordance with established policies and regulations.
- read, interpret and apply technical materials encountered as a result of work assignments.

- analyze situations and determine appropriate or alternative actions.
- supervise, work with and communicate effectively with subordinates as assigned.
- type, take dictation or transcribe accurately and at speeds necessary to fulfill job responsibilities.
- communicate clearly and concisely both verbally and in writing.
- maintain accurate and up-to-date records and documentation.
- establish and maintain cooperative working relationships with those contacted in the course of work.
- fulfill all physical requirements of the class.

#### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to graduation from high school including secretarial science courses and three (3) or more years progressively responsible experience in secretarial and office management work of a discretionary and confidential nature preferably in a function related to courts or justice-related agencies which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

#### **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

#### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY: Clerical/Technician/Paraprofessional  
FLSA STATUS: Non-Exempt (Classified)  
EFFECTIVE DATE: July 1, 1996

## **LAW LIBRARIAN**

### **FUNCTION**

Performs professional journey level work involving the coordination, administration, oversight, and evaluation of law library programs and activities.

### **SUPERVISION RECEIVED**

Work is performed independently under the direction of a higher level of authority. The employee is expected to exercise initiative and independent judgement in the coordination, administration, oversight, and monitoring of law library programs and activities in accordance with established statutes, court rules, policies, procedures and regulations.

### **SUPERVISION EXERCISED**

May exercise technical and/or functional supervision of subordinates as assigned.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Plans, develops and oversees law library operations and activities.
- Identifies and analyzes law library issues and problems and develops and implements procedures to improve operational effectiveness and efficiency.
- Ensures quality services to law library users and overall effectiveness and efficiency of law library programs and activities.
- Recommends materials for purchase and handles new material acquisitions including verifying, processing, and posting claims and invoices for payment.
- Develops, implements, and maintains a law library materials circulation system.
- Organizes and maintains the law library so that materials are properly shelved, easily accessible for public retrieval, and appropriately indexed and inventoried pursuant to generally accepted law library standards and guidelines.
- Replaces pocket parts and organizes other materials in a timely and effective manner upon receipt.
- Provides liaison to other county law librarians, publishers, sales representatives, vendors, judges, and court personnel.
- Assists law library users and responds to requests for information using library

resources, electronic databases, and off-site information providers.

- Locates and provides materials to judges, attorneys, and the public.
- Recruits, screens, hires, trains, and supervises law library staff, contract service providers, interns, and volunteers.
- Prepares written reports identifying existing operations and recommending changes to law library programs.
- Secures and maintains law library facilities, furnishings, and equipment.
- Evaluates performance of law library staff and accomplishment of goals and objectives.
- Prepares and monitors the law library fund and budget.
- Assists in implementing automated systems to address functional needs of the law library.
- Serves as staff for court committees and work groups.
- Attends and participates in law library training and education programs.
- Responds to inquiries from judges, court personnel, attorneys, state and local government officials, and the public regarding law library issues.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, court and community service organizations, law librarians, and the general public to promote the law library, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints related to law library projects and activities.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. Work requires frequent usage of Video Display Terminals

(VDT's). Requires occasional light lifting of 50 lbs. or less. Work is subject to stretching, stooping and pushing in the placement and retrieval of library materials on shelves or other related storage units and receptacles.

### **DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES**

Advanced knowledge of :

- principles and practices of library organization, systems and operations and computer literacy as applied to the administration, coordination and performance of programs and activities associated with a law library.
- criminal and civil justice systems as they apply to law library issues.
- legal processes and terminology.
- law library references including legal materials and resources.

Practical knowledge of:

- AACR2, LC subject cataloging, OCLC, and other on-line CALR services including LEXIS/NEXIS and WestLaw.
- court operations and legal procedures.
- modern office practices and procedures.
- records management policies and procedures.
- principles and practices of leadership, recruitment, selection, supervision, coordination, evaluation, and training.

Skill in:

- the operation of general office equipment such as computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- develop and supervise library programs.
- understand, interpret, and apply federal and state laws and regulations to the

administration, coordination, and performance of activities associated with the law library.

- make decisions in accordance with established policies and regulations.
- set priorities, assign, schedule, train, supervise, and evaluate work activities.
- represent law library programs to the community through presentations and education projects.
- recruit, screen, hire, and train law library staff.
- analyze situations and determine appropriate or alternative actions.
- communicate clearly and concisely both verbally and in writing.
- maintain accurate and up-to-date records and documentation.
- understand concepts and ideas and exercise good judgement.
- manage law library funds and monitor expenditures.
- review and select appropriate materials for the law library.
- maintain and uphold confidential communication and information.
- fulfill all physical requirements of the class.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to a Master's Degree in library science or related field from an accredited college or university or certification from an accredited American Library Association (ALA) program and three (3) or more years of progressively responsible administrative, professional or technical experience in a library, court, or a justice-related organization which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

### **NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Professional/Administrative
FLSA STATUS:	Exempt (Classified)
EFFECTIVE DATE:	July 1, 1996

## **SECRETARY**

### **FUNCTION**

Performs journey level secretarial support work involving public contact, phone work, typing/word processing, taking dictation, transcribing, and scheduling.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey level class in the secretarial series. Appointment to this level requires that the incumbent performs the full range of duties and meets the qualification standards for the class.

### **SUPERVISION RECEIVED**

Work is performed under general supervision of a higher level of authority. The employee is expected to exercise initiative, independent judgement and discretion in efficiently performing a full range of secretarial tasks. Work is reviewed upon completion for adherence to established policies, procedures and results obtained.

### **SUPERVISION EXERCISED**

As assigned, may provide technical supervision of subordinates or may directly exercise immediate to general supervision of assigned subordinates.

### **EXAMPLES OF WORK PERFORMED (Illustrative Only)**

- Takes oral or recorded dictation and transcribes notes on a word processor/typewriter.
- Types a variety of materials from draft, dictating machine, detailed instructions or as individually composed to include correspondence, legal documents, briefs, minutes, articles, narrative and tabular reports, charts, and numerous other material of general and technical subject.
- Provides guidance and direction to lower level clerical employees.
- Provides information and responses to the public concerning court rules, regulations and activities.
- Maintains or assists in maintaining complex office files, indexing documents for filing and periodically purging files.
- Composes and types letters and documents in response to inquiries and provides information in accordance with court procedures.

- Prepares and maintains moderately complex fiscal, legal, operating, purchasing, personnel, and other records.
- Posts data to records including various fiscal and other records in accordance with standard procedures.
- Maintains inventory records.
- Checks and verifies calculations of bills and other documents requiring payments.
- Sorts, tabulates and summarizes statistical and other data to prepare various reports.
- Gathers materials for special reports, legal documents, forms and summaries as requested, frequently reviewing a variety of records to secure complete and accurate information.
- May act as a receptionist, interviewing and screening visitors and providing information when appropriate.
- Performs special assignments as requested.
- Performs related work as required.

### **WORK CONTACTS**

Regular contact with judges, court personnel, attorneys, county departments, external agencies, and the general public to promote programs, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve complaints.

### **CONDITIONS OF WORK**

Work is subject to varying post or job site assignments and may be subject to call-back or on-call status and irregular schedules to include completion of work assignments on weekends and holidays. Work is also subject to traveling and irregular hours in order to perform work assignments. May involve occasional light lifting of 25 lbs. or less.

### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Specialized knowledge of:

- secretarial and office support practices and procedures.

- business English, spelling, vocabulary, punctuation, and arithmetic.
- modern office machines and equipment.
- the operations, routines and procedures of the office to be served or of similar offices and government functions.

Skill in:

- the operation of general office equipment such as computers, typewriters, calculators, facsimile machines, and photocopy machines.

Ability to:

- work in a team management environment and establish and maintain effective and positive working relationships with others.
- make decisions in accordance with established policies and regulations.
- read, interpret and apply technical materials encountered as a result of work assignments.
- prepare effective correspondence on routine matters and perform routine office management details without referral to a supervisor.
- analyze situations and determine appropriate or alternative actions.
- supervise, work with and communicate effectively with subordinates as assigned.
- type, take dictation or transcribe accurately and at a speed necessary to fulfill job responsibilities.
- communicate clearly and concisely both verbally and in writing.
- maintain accurate and up-to-date records and documentation.
- establish and maintain cooperative working relationships with those contacted in the course of work.
- fulfill all physical requirements of the class.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Any acceptable combination of education and experience equivalent to graduation from high school including secretarial science courses and three (3) or more years

progressively responsible experience in secretarial and general clerical work which demonstrates the ability to perform the duties of the position or an equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities.

**NECESSARY SPECIAL REQUIREMENT**

Must possess and maintain a valid driver's license. Must provide acceptable driving history at no cost to the County.

**DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

OCCUPATIONAL CATEGORY:	Clerical/Technician/Paraprofessional
FLSA STATUS:	Non-Exempt (Classified)
EFFECTIVE DATE:	July 1, 1996



AVERAGE ANNUAL SALARIES FOR ARIZONA SUPERIOR COURT PERSONNEL																			
BY POSITION TITLE AND COUNTY AS OF JUNE 30, 1996																			
	APACHE	COCHISE	COCONINO	GILA	GRAHAM	GREENLEE	LA PAZ	MARICOPA	MOHAVE	NAVAJO	PIMA	PINAL	SANTA CRUZ	YAVAPAI	YUMA	RANGE	MEDIAN	MEAN	
COURT COMMISSIONER				72,238				82,555		19,700	82,531	124,800	40,000		74,800	19,700 - 124,800	74,800	70,946	
COURT ADMINISTRATOR		52,000	55,000	36,616		**54,000		86,050	54,950	48,260	79,997	69,455			50,939	36,616 - 86,050	54,950	58,691	
CONCILIATION SERVICES DIRECTOR								67,704	37,624		54,995	54,258				37,624 - 67,704	54,995	53,645	
COURT INFORMATION SYSTEMS MANAGER				36,616				60,507			62,130					36,616 - 62,130	60,507	53,084	
DEPUTY COURT ADMINISTRATOR				24,179				60,954					31,770			24,179 - 60,954	31,770	38,968	
PRETRIAL SERVICES DIRECTOR																			
PROBATE LAW COUNSELOR																			
DIRECTOR																			
EXECUTIVE ASSISTANT TO PRES. JUDGE																			
LAW LIBRARIAN		29,996		25,237				55,099			57,200	29,998		19,334	23,148	19,334 - 55,099	29,996	32,707	
JUDICIAL SERVICES ADMINISTRATOR V								50,973			49,941						50,973	50,973	
ASSISTANT LAW LIBRARIAN								49,941									49,941	49,941	
DATA ANALYST			28,370					49,504									49,504	49,504	
PROGRAM MANAGER		24,125						48,963									48,963	48,963	
COURT CONCILIATOR V								46,855									46,855	46,855	
COURT REPORTER	31,564	37,853	41,902	38,720	38,416			34,887	38,433	38,428		43,181	39,526	42,214	45,492	31,564 - 45,492	38,433	38,999	
ADMINISTRATIVE SERVICES MANAGER		35,145		28,431				45,257								28,431 - 45,257	35,145	36,278	
CASEFLOW MANAGER		27,168																	
JURY COMMISSIONER																			
PROGRAM SPECIALIST																			
INTEGRATION DESIGN ANALYST		25,099	27,321																
COMPUTER PROGRAMMER																			
COURT INTERPRETER IV																			
PRETRIAL SERVICES MANAGER																			
LAW RESEARCHER																			
JUDICIAL SERVICES ADMINISTRATOR IV																			
COURT CONCILIATOR IV																			
SYSTEMS ANALYST																			
PROGRAMMER ANALYST																			
ADMINISTRATIVE COORDINATOR IV																			
PRETRIAL SERVICES OFFICER IV																			
BUILDING MANAGER																			
COURT INVESTIGATOR III																			
JUDICIAL SERVICES ADMINISTRATOR III																			
JUDICIAL ADMINISTRATOR IV																			
COURT CONCILIATOR III																			

AVERAGE ANNUAL SALARIES FOR ARIZONA SUPERIOR COURT PERSONNEL  
BY POSITION TITLE AND COUNTY AS OF JUNE 30, 1986

	APACHE	COCHISE	COCONINO	GILA	GRAHAM	GREENLEE	LA PAZ	MARICOPA	MOHAVE	NAVAJO	PIMA	PINAL	SANTA CRUZ	YAVAPAI	YUMA	RANGE	MEDIAN	MEAN
TECHNICAL SUPPORT II											35,258					35,258	35,258	
INFORMATION SYSTEMS CONSULTANT								35,069								35,069	35,069	
CASA COORDINATOR		25,601		30,553	20,800				**35,464	**31,555		**23,410	**19,355			19,355 - 35,464	25,601	
MARRIAGE AND FAMILY COUNSELOR								34,908			34,908	30,273		19,334		19,334 - 34,908	30,273	
FINANCE OFFICER	**19,188	**27,712				**21,523		32,074					**34,168		33,944	19,188 - 34,168	32,074	
COURT COLLECTIONS OFFICER	**18,694	29,996						21,497	30,597	28,746		**33,940		21,070	18,694 - 33,940	28,746		
COURT INTERPRETER III								33,908			30,409	24,472				24,472 - 33,908	30,409	
JUDICIAL ADMINISTRATOR III								33,301						30,014		30,014 - 33,301	33,301	
CHILD ADVOCATE COUNSELOR											33,218					33,218 - 33,218	33,218	
COURT SECURITY COORDINATOR		25,099						30,576			32,427	27,856				25,099 - 32,427	30,576	
JUDICIAL SECURITY	22,412	24,934	25,436	30,407	32,275	25,482	25,896	28,643	28,844	23,520	25,083	28,085	21,322	25,670	32,396	21,322 - 32,396	25,670	
PRETRIAL SERVICES OFFICER III											32,053					32,053 - 32,053	32,053	
REFERENCE LIBRARIAN								31,872								31,872 - 31,872	31,872	
LAW LIBRARIAN II								31,637								31,637 - 31,637	31,637	
INFORMATION COORDINATOR								31,519								31,519 - 31,519	31,519	
COMPUTER OPERATIONS SUPERVISOR								31,262								31,262 - 31,262	31,262	
COURT INVESTIGATOR II								30,700								30,700 - 30,700	30,700	
ADMINISTRATIVE COORDINATOR V								30,591			30,139					30,139 - 30,591	30,365	
JUDICIAL SERVICES ADMINISTRATOR II								30,576								30,576 - 30,576	30,576	
INFORMATION PROCESSOR V								30,316								30,316 - 30,316	30,316	
LAW CLERK											29,411					29,411 - 29,411	29,411	
COURT INTERPRETER II								29,248								29,248 - 29,248	29,248	
JUDICIAL ADMINISTRATOR II								28,486								28,486 - 28,486	28,486	
PRETRIAL SERVICES OFFICER II								28,486			28,405					28,405 - 28,486	28,486	
ADMINISTRATIVE ASSISTANT/SECRETARY		24,125	24,119						23,442			27,856	21,322		19,531	19,531 - 27,856	24,119	
COMPUTER OPERATOR								25,670								25,670 - 25,670	25,670	
ADMINISTRATIVE COORDINATOR II								25,625			25,110					25,110 - 25,625	25,368	
LAW LIBRARY ASSISTANT III								25,334								25,334 - 25,334	25,334	
BAILIFF		21,120		25,237				19,535			19,931	21,100		18,763	22,882	18,763 - 25,237	21,100	
SENIOR PRE-APPEAL RELEASE SPECIALIST								25,056			25,235					25,235 - 25,056	25,235	
PRETRIAL SERVICES OFFICER I								24,949			22,975					22,975 - 25,056	25,056	
PRODUCTION CONTROL ANALYST								23,913								23,913 - 23,913	23,913	
INFORMATION PROCESSOR IV								23,629				20,800				17,601 - 23,629	20,938	
COURT SECURITY OFFICER		17,601	20,938													17,601 - 23,629	20,938	
COURT INTERPRETER TRAINEE								23,421								23,421 - 23,421	23,421	
ACCOUNTANT I								23,421								23,421 - 23,421	23,421	

AVERAGE ANNUAL SALARIES FOR ARIZONA SUPERIOR COURT PERSONNEL  
BY POSITION TITLE AND COUNTY AS OF JUNE 30, 1985

	APACHE	COCHISE	COCONINO	GILA	GRAHAM	GREENLEE	LA PAZ	MARICOPA	MOHAVE	NAVAJO	PIMA	PINAL	SANTA CRUZ	YAVAPAI	YUMA	RANGE	MEDIAN	MEAN
LAW LIBRARY ASSISTANT II								22,492								22,492	22,492	22,492
TECHNICAL SUPPORT I											22,299					22,299	22,299	22,299
ADMINISTRATIVE COORDINATOR I								21,561								21,561	21,561	21,561
SECRETARY III										21,518						21,518	21,518	21,518
INFORMATION PROCESSOR III		17,925						21,093								17,925 - 21,093	21,093	19,509
COMPUTER SUPPORT SPECIALIST				20,225												20,225	20,225	20,225
INTERVIEWER/AUDITOR										19,694						19,694	19,694	19,694
ADMINISTRATIVE ASSISTANT II								19,437								19,437	19,437	19,437
SERVICE WORKER IV								18,824								18,824	18,824	18,824
LITIGATION SUPPORT II											18,775					18,775	18,775	18,775
LAW LIBRARY AIDE								18,721								18,721	18,721	18,721
SECRETARY II		15,605						17,861				17,861				15,605 - 17,861	17,861	17,090
INFORMATION PROCESSOR II								17,764								17,764	17,764	17,764
ELIGIBILITY WORKER											17,035					17,035	17,035	17,035
LITIGATION SUPPORT I											16,978					16,978	16,978	16,978
ADR CLERK									15,746							15,746	15,746	15,746
INFORMATION PROCESSOR I								15,611								15,611	15,611	15,611
GRAPHICS EQUIPMENT TECHNICIAN I								15,558								15,558	15,558	15,558

**COMPARISON OF ANNUAL SALARIES FOR ARIZONA AND MOHAVE COUNTY SUPERIOR COURT PERSONNEL  
BY POSITION TITLE AS OF JUNE 30, 1996**

ARIZONA POSITION TITLE	ARIZONA SALARY RANGE	ARIZONA MEDIAN SALARY	ARIZONA MEAN SALARY	ARIZONA POSITION TITLE	MOHAVE COUNTY SALARY RANGE	MOHAVE COUNTY MEDIAN SALARY	MOHAVE COUNTY MEAN SALARY
COURT COMMISSIONER	19,700 - 124,800	74,800	70,946	COURT COMMISSIONER	NA	NA	NA
COURT ADMINISTRATOR	36,616 - 86,050	54,590	58,691	COURT ADMINISTRATOR	54,590	54,590	54,590
CONCILIATION SERVICES DIRECTOR	37,624 - 67,704	54,995	53,645	ADR COORDINATOR	37,624	37,624	37,624
COURT INFORMATION SYSTEMS MANAGER	36,616 - 62,130	60,507	53,084	COURT AUTOMATION SYSTEMS MANAGER	NA	NA	NA
LAW LIBRARIAN	19,334 - 55,099	29,996	32,707	LAW LIBRARIAN	NA	NA	NA
COURT REPORTER	31,564 - 45,492	38,433	38,999	COURT REPORTER	32,500 - 38,720	34,405	34,887
CASEFLOW MANAGER	27,168 - 44,512	44,512	35,840	CASEFLOW MANAGER	NA	NA	NA
CASA COORDINATOR	19,355 - 35,464	25,601	26,677	CASA COORDINATOR	35,464	35,464	35,464
COURT CONCILIATOR III	35,395	35,395	35,395	FAMILY COUNSELOR - MEDIATOR	NA	NA	NA
COURT COLLECTIONS OFFICER	18,694 - 33,940	28,746	25,757	COURT COLLECTIONS OFFICER	30,597	30,597	30,597
COURT SECURITY COORDINATOR	25,099 - 32,427	30,576	28,990	COURT SECURITY COORDINATOR	NA	NA	NA
JUDICIAL SECRETARY	21,322 - 32,396	25,670	26,560	JUDICIAL SECRETARY	23,566 - 28,654	27,118	26,844
ADMINISTRATIVE ASSISTANT/SECRETARY	19,531 - 27,856	24,119	23,399	SECRETARY SENIOR	23,442	23,442	23,442
SECRETARY III	21,518	21,518	21,518	SECRETARY - OPTION B (LEGAL)	NA	NA	NA
ADR CLERK	15,746	15,746	15,746	ADR CLERK	15,746	15,746	15,746



**SUPERIOR COURT IN MOHAVE COUNTY**  
**EMPLOYEES BY CURRENT POSITION TITLE, LOCATION, RATE,**  
**GRADE AND HIRE DATE**  
**FY 1995-96**

EMPLOYEE NAME	CURRENT POSITION TITLE	LOCATION	CURRENT RATE 1	GRADE/STEP	EMPLOYEE NUMBER	POSITION NUMBER	F.T.E.	POSITION TYPE	HIRE DATE
James E. Chavez	Superior Court Judge	SC	96,314.00	A/A	2028	477	1.00	FTP	8/1/90
Steven F. Conn	Superior Court Judge	SC	96,314.00	A/A	137644	472	1.00	FTP	7/1/90
Leonard C. Langford	Superior Court Judge	SC	96,314.00	A/A	395264	473	1.00	FTP	12/1/68
Gary R. Pope	Superior Court Judge	SC	96,314.00	A/A	561152	467	1.00	FTP	8/26/70
Robert R. Moon	Judge Pro Tempore	SC	96,314.00	A/A	1657	486	1.00	FTP	6/19/89
Vacant	Court Commissioner	SC	60,000.00	A/A	-	960010	1.00	FTP	-
Richard J. Lewis	Court Administrator	SC	57,913.44	54/5A+	2632	550	1.00	FTP	6/8/92
Vacant	Caseflow Manager	SC	46,280.00	47/5B	-	-	1.00	FTP	-
Sandra R. Brice	Court Reporter	SC	41,075.84	A/A	1010	481	1.00	FTP	7/1/87
Bonnie S. Kleiman	ADR Coordinator	SC	39,915.20	A/A	3214	471	1.00	FTP	10/23/93
Vacant	Court Automation Systems Manager	SC	37,627.20	40/5B	-	960044	1.00	FTP	-
Kimberly M. Faehn	Court Reporter	SC	36,499.84	A/A	2021	469	1.00	FTP	8/6/90
Stephanie L. Hendrix	Court Reporter	SC	36,499.84	A/A	2469	475	1.00	FTP	9/25/91
Rick A. Pulver	Court Reporter	SC	36,499.84	A/A	2035	470	1.00	FTP	8/13/90
Linda Mendenhall	Court Reporter	SC	35,511.84	A/A	3272	484	1.00	FTP	4/10/95
Johnny C. Tse	Court Collections Officer	SC	32,448.00	35/5A	3671	315	1.00	FTP	5/15/95
Vacant	Court Security Officer	SC	32,448.00	35/5B	-	-	1.00	FTP	-
Vacant	Judicial Secretary	SC	32,221.28	A/A	-	468	1.00	FTP	-
Cynthia L. Bracy	Judicial Secretary	SC	30,157.92	A/A	606	474	1.00	FTP	5/30/89
Kathy Rook	Family Counselor-Mediator	SC	29,702.40	37/3A	-	-	0.50	PTP	12/18/95
Vacant	Law Librarian	SC	29,702.40	32/5B	-	960041	1.00	FTP	-
Sherri J. Cullison	Judicial Secretary	SC	29,683.68	A/A	491776	480	1.00	FTP	12/2/85
Angela S. Giovanardi	Judicial Secretary	SC	29,683.68	A/A	304	479	1.00	FTP	1/4/89
Vacant	Judicial Secretary	SC	27,996.80	A/A	-	960011	1.00	FTP	-
Vacant	CASA Coordinator	SC	26,395.20	28/5B	-	-	1.00	FTP	-
Elizabeth D. Krumwiede	Judicial Secretary	SC	25,729.60	A/A	2226	485	1.00	FTP	1/11/94
Malibu L. Harshman	Secretary Senior	SC	25,625.60	29/4B	2429	549	1.00	FTP	7/23/91
Vacant	Secretary - Option B (Legal)	SC	24,876.80	26/5B	-	-	1.00	FTP	-
Vacant	ADR Clerk	SC	20,820.80	20/5B	-	-	0.75	PTP	-
<b>TOTAL</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>28.25</b>	<b>NA</b>	<b>NA</b>

1. The current salary rate for Superior Court employees is listed on the Mohave County Financial Management Payroll Report.

**SUPERIOR COURT IN MOHAVE COUNTY**  
**EMPLOYEES BY CURRENT POSITION TITLE, RATE AND BENEFITS**  
 FY 1995-96

EMPLOYEE NAME	CURRENT POSITION TITLE	CURRENT RATE 1	FICA 2	MEDICARE 3	RETIREMENT 4	HEALTH INSURANCE 5	WORKERS' COMPENSATION 6	TOTAL BENEFITS 7	TOTAL RATE AND BENEFITS 8
Robert R. Moon	Judge Pro Tempore	96,314.00	5,971.47	1,396.55	3,005.00	2,182.32	269.68	12,825.02	109,139.02
Vacant	Court Commissioner	60,000.00	3,720.00	870.00	2,310.00	2,182.32	168.00	9,250.32	69,250.32
Richard J. Lewis	Court Administrator	57,913.44	3,590.63	839.74	2,229.67	2,182.32	162.16	9,004.52	66,917.96
James E. Chavez	Superior Court Judge	48,157.00	2,985.73	698.28	1,502.50	2,182.32	134.84	7,503.67	55,660.67
Steven F. Conin	Superior Court Judge	48,157.00	2,985.73	698.28	1,502.50	2,182.32	134.84	7,503.67	55,660.67
Leonard C. Langford	Superior Court Judge	48,157.00	2,985.73	698.28	1,502.50	2,182.32	134.84	7,503.67	55,660.67
Gary R. Pope	Court Reporter	41,075.84	2,546.70	595.60	1,581.42	2,182.32	115.01	7,021.05	48,096.89
Sandra R. Brice	ADR Coordinator	39,915.20	2,474.76	578.77	1,536.74	2,182.32	111.76	6,884.35	46,799.55
Bonnie S. Kleiman	Court Automation Systems Manager	37,627.20	2,332.89	545.59	1,448.65	2,182.32	105.36	6,614.81	44,242.01
Vacant	Court Reporter	36,499.84	2,262.99	529.25	1,405.24	2,182.32	102.20	6,482.00	42,981.84
Kimberly M. Faehn	Court Reporter	36,499.84	2,262.99	529.25	1,405.24	2,182.32	102.20	6,482.00	42,981.84
Stephanie L. Hendrix	Court Reporter	36,499.84	2,262.99	529.25	1,405.24	2,182.32	102.20	6,482.00	42,981.84
Rick A. Pulver	Court Reporter	35,511.84	2,201.73	514.92	1,367.21	2,182.32	99.43	6,365.61	41,877.45
Linda Mendenhall	Court Collections Officer	32,448.00	2,011.78	470.50	1,249.25	2,182.32	90.85	6,004.70	38,452.70
Johnny C. Tse	Judicial Secretary	32,221.28	1,997.72	467.21	1,240.52	2,182.32	90.22	5,977.99	38,199.27
Vacant	Judicial Secretary	30,157.92	1,869.79	437.29	1,161.08	2,182.32	84.44	5,734.92	35,892.84
Cynthia L. Bracy	Law Librarian	29,702.40	1,841.55	430.68	1,143.54	2,182.32	83.17	5,681.26	35,383.66
Vacant	Judicial Secretary	29,683.68	1,840.39	430.41	1,142.82	2,182.32	83.11	5,679.05	35,362.73
Sherri J. Cullison	Judicial Secretary	29,683.68	1,840.39	430.41	1,142.82	2,182.32	83.11	5,679.05	35,362.73
Angela S. Giovanardi	Judicial Secretary	27,996.80	1,735.80	405.95	1,077.88	2,182.32	78.39	5,480.34	33,477.14
Vacant	CASA Coordinator	26,395.20	1,636.50	382.73	1,016.22	2,182.32	73.91	5,291.68	31,686.88
Vacant	Judicial Secretary	25,729.60	1,595.24	373.08	990.59	2,182.32	72.04	5,213.27	30,942.87
Elizabeth D. Krumwiede	Administrative Assistant	25,625.60	1,588.79	371.57	986.59	2,182.32	71.75	5,201.02	30,826.62
Malibu L. Harshman	ADR Clerk	15,615.60	0.00	0.00	0.00	0.00	0.00	0.00	15,615.60
Vacant	Family Counselor-Mediator	14,851.20	0.00	0.00	0.00	0.00	0.00	0.00	14,851.20
Kathy Rook	Caseflow Manager	990,596.00	59,528.02	13,921.87	34,855.72	52,375.68	2,688.35	163,369.64	1,159,965.64
TOTAL ADOPTED POSITIONS		46,280.00	2,869.36	671.06	1,443.94	2,182.32	129.58	7,296.26	53,576.26
Vacant	Court Security Officer	32,448.00	2,011.78	470.50	1,249.25	2,182.32	1,090.25	7,004.10	39,452.10
Vacant	Secretary - Option B (Legal Secretary)	24,876.80	1,542.36	360.71	957.76	2,182.32	69.66	5,112.81	29,989.61
TOTAL REQUESTED POSITIONS		103,604.80	6,423.50	1,502.27	3,650.95	6,546.96	1,289.49	19,413.17	123,017.97
TOTAL ADOPTED AND REQUESTED POSITIONS		1,094,200.80	65,951.52	15,424.14	38,506.67	58,922.64	3,977.84	182,782.81	1,276,983.61

1. The current salary rate of Superior Court employees as listed on the Mohave County Financial Management Payroll Report. Pursuant to A.R.S. §41-1904, Superior Court judges salaries are paid \$96,314 effective January 1996. Since Mohave County is responsible for 50% of a Superior Court judge's salary, the budgeted amount is \$48,157.00. Annual salary amounts for vacant and requested positions were determined by identifying the salary amount in level band V proficient step-B in the current grade range.
2. FICA costs were calculated at 0.0620 of current rate.
3. Medicare costs were calculated at 0.0145 of current rate.
4. Retirement costs were calculated at 0.0312 of current rate for elected judges and 0.0385 for all other eligible court positions.
5. Health insurance costs were calculated at \$2,182.32 per year.
6. Workers' compensation costs were calculated at \$0.28/\$100.00 for all Superior Court positions except the Court Security Officer position which was calculated at \$3.36/\$100.00.
7. The total benefits category is the sum of FICA, medicare, retirement, health insurance and workers' compensation costs.
8. The total rate and benefits category is the sum of the rate and total benefits costs.

**SUPERIOR COURT IN MOHAVE COUNTY**

**SALARY SCHEDULE**

**EFFECTIVE JULY 1, 1996**

MOHAVE COUNTY GRADE	1	2	3	4	5	6	7	8	9	10	11
13	12,625.60	13,000.00	13,395.20	13,790.40	14,206.40	14,622.40	15,059.20	15,516.80	15,974.40	16,452.80	16,952.00
17	14,206.40	14,622.40	15,059.20	15,516.80	15,974.40	16,452.80	16,952.00	17,451.20	17,971.20	18,512.00	19,073.60
21	15,974.40	16,452.80	16,952.00	17,451.20	17,971.20	18,512.00	19,073.60	19,635.20	20,217.60	20,820.80	21,444.80
25	17,971.20	18,512.00	19,073.60	19,635.20	20,217.60	20,820.80	21,444.80	22,089.60	22,755.20	23,441.60	24,148.80
29	20,217.60	20,820.80	21,444.80	22,089.60	22,755.20	23,441.60	24,148.80	24,876.80	25,625.60	26,395.20	27,185.60
32	22,089.60	22,755.20	23,441.60	24,148.80	24,876.80	25,625.60	26,395.20	27,185.60	27,996.80	28,828.80	29,702.40
36	24,876.80	25,625.60	26,395.20	27,185.60	27,996.80	28,828.80	29,702.40	30,596.80	31,512.00	32,448.00	33,425.60
39	27,185.60	27,996.80	28,828.80	29,702.40	30,596.80	31,512.00	32,448.00	33,425.60	34,424.00	35,464.00	36,524.80
43	30,596.80	31,512.00	32,448.00	33,425.60	34,424.00	35,464.00	36,524.80	37,627.20	38,750.40	39,915.20	41,121.60
46	33,425.60	34,424.00	35,464.00	36,524.80	37,627.20	38,750.40	39,915.20	41,121.60	42,348.80	43,617.60	44,928.00
49	36,524.80	37,627.20	38,750.40	39,915.20	41,121.60	42,348.80	43,617.60	44,928.00	46,280.00	47,673.60	49,108.80
55	43,617.60	44,928.00	46,280.00	47,673.60	49,108.80	50,585.60	52,104.00	53,664.00	55,265.60	56,929.60	58,635.20
60	50,585.60	52,104.00	53,664.00	55,265.60	56,929.60	58,635.20	60,403.20	62,212.80	64,084.80	65,998.40	67,974.40
NA	60,394.20	62,215.20	64,079.20	66,007.40	67,978.40	70,013.60	72,113.20	74,277.00	76,505.20	78,797.40	81,154.20
NA	70,039.20	72,151.00	74,312.60	76,548.80	78,834.60	81,194.80	83,629.60	86,139.00	88,723.00	91,381.40	94,114.60

**SUPERIOR COURT IN MOHAVE COUNTY  
CURRENT AND PROPOSED POSITION TITLE, GRADE AND SALARY RANGE  
FY 1996-97**

CURRENT POSITION TITLE	CURRENT GRADE	CURRENT SALARY RANGE	PROPOSED POSITION TITLE	PROPOSED GRADE	PROPOSED SALARY RANGE
Superior Court Judge	A/A	-	Superior Court Judge	NA	Statutory Amount
Judge Pro Tempore	A/A	-	Judge Pro Tempore	NA	Statutory Amount
Court Commissioner	A/A	-	Court Commissioner	14	60,394.20 - 81,154.20
Court Administrator	54	42,348.80 - 56,929.60	Court Administrator	13	50,585.60 - 67,974.40
Caseflow Manager	47	34,424.00 - 46,280.00	Caseflow Manager	12	43,617.60 - 58,635.20
ADR Coordinator	A/A	-	ADR Coordinator	11	36,524.80 - 49,108.80
Court Reporter	A/A	-	Court Reporter	11	36,524.80 - 49,108.80
Court Automation Systems Manager	40	27,996.80 - 37,627.20	Court Automation Systems Manager	10	33,425.60 - 44,928.00
Family Counselor-Mediator	37	25,625.60 - 34,424.00	Family Counselor-Mediator	9	30,596.80 - 41,121.60
Court Collections Officer	35	24,148.80 - 32,448.00	Court Collections Officer	8	27,185.60 - 36,524.80
Court Security Officer	35	24,148.80 - 32,448.00	Court Security Coordinator	8	27,185.60 - 36,524.80
Law Librarian	32	22,089.60 - 29,702.40	Law Librarian	8	27,185.60 - 36,524.80
Judicial Secretary	A/A	-	Judicial Assistant	7	24,876.80 - 33,425.60
CASA Coordinator	28	19,635.20 - 26,395.20	CASA Coordinator	7	24,876.80 - 33,425.60
Secretary Senior	29	20,217.60 - 27,185.60	Administrative Assistant	6	22,089.60 - 29,702.40
Secretary - Option B (Legal)	26	18,512.00 - 24,876.80	Secretary	5	20,217.60 - 27,185.60
ADR Clerk	20	15,516.80 - 20,820.80	ADR Clerk	4	17,971.20 - 24,148.80
Court Collections Clerk	20	15,516.80 - 20,820.80	Court Collections Clerk	4	17,971.20 - 24,148.80

**SUPERIOR COURT IN MOHAVE COUNTY  
OCCUPATIONAL INDEX TO JOB CLASSES**

<u>Class Code</u>	<u>Job Class</u>	<u>Proposed Grade</u>	<u>Proposed Salary Range</u>
<b>100</b>	<b>Judicial</b>		
101	Superior Court Judge	NA	Statutory
102	Judge Pro Tempore	NA	Statutory
103	Court Commissioner	14	60,394 - 81,154
<b>200</b>	<b>Court Administration</b>		
201	Court Administrator	13	50,586 - 67,974
202	Caseflow Manager	12	43,618 - 58,635
<b>300</b>	<b>Court Reporting</b>		
301	Court Reporter	11	36,525 - 49,109
<b>400</b>	<b>Family Court</b>		
401	Alternative Dispute Resolution Coordinator	11	36,525 - 49,109
402	Family Counselor-Mediator	9	30,597 - 41,122
403	CASA Coordinator	7	24,877 - 33,426
404	Alternative Dispute Resolution Clerk	4	17,971 - 24,149
<b>500</b>	<b>Automation</b>		
501	Court Automation Systems Manager	10	33,426 - 44,928
<b>600</b>	<b>Court Collections</b>		
601	Court Collections Officer	8	27,186 - 36,525
602	Court Collections Clerk	4	17,971 - 24,149
<b>700</b>	<b>Law Library</b>		
701	Law Librarian	8	27,186 - 36,525
<b>800</b>	<b>Security</b>		
801	Court Security Coordinator	8	27,186 - 36,525
<b>900</b>	<b>Secretarial</b>		
901	Judicial Assistant	7	24,877 - 33,426
902	Administrative Assistant	6	22,090 - 29,702
903	Secretary	5	20,218 - 27,186

**SUPERIOR COURT IN MOHAVE COUNTY**  
**EMPLOYEES BY CURRENT AND PROPOSED POSITION TITLE, RATE, AND GRADE WITH SALARY ADJUSTMENT**  
 FY 1996-97

EMPLOYEE NAME	CURRENT POSITION TITLE	CURRENT RATE	CURRENT GRADE/STEP	PROPOSED POSITION TITLE	PROPOSED RATE 1	PROPOSED GRADE/STEP 2	SALARY ADJUSTMENT 3	% INCREASE
James E. Chavez	Superior Court Judge	96,314.00	A/A	Superior Court Judge	NA	NA	NA	NA
Steven F. Conn	Superior Court Judge	96,314.00	A/A	Superior Court Judge	NA	NA	NA	NA
Leonard C. Langford	Superior Court Judge	96,314.00	A/A	Superior Court Judge	NA	NA	NA	NA
Gary R. Pope	Superior Court Judge	96,314.00	A/A	Superior Court Judge	NA	NA	NA	NA
Robert R. Moon	Judge Pro Tempore	96,314.00	A/A	Judge Pro Tempore	NA	NA	NA	NA
Vacant	Court Commissioner	60,000.00	A/A	Court Commissioner	67,978.40	14/5	7,978.40	13.3
Richard J. Lewis	Court Administrator	57,913.44	54/5A+	Court Administrator	60,403.20	13/7	2,489.76	4.3
Vacant	Caseflow Manager	46,280.00	47/5B	Caseflow Manager	46,280.00	12/3	0.00	0.0
Sandra R. Brice	Court Reporter	41,075.84	A/A	Court Reporter	42,348.80	11/6	1,272.96	3.1
Bonnie S. Kleiman	ADR Coordinator	39,915.20	A/A	ADR Coordinator	41,121.60	11/5	1,206.40	3.0
Vacant	Court Automation Systems Manager	37,627.20	40/5B	Court Automation Systems Manager	37,627.20	10/5	0.00	0.0
Kimberly M. Faehn	Court Reporter	36,499.84	A/A	Court Reporter	37,627.20	11/2	1,127.36	3.1
Stephanie L. Hendrix	Court Reporter	36,499.84	A/A	Court Reporter	37,627.20	11/2	1,127.36	3.1
Rick A. Pulver	Court Reporter	36,499.84	A/A	Court Reporter	37,627.20	11/2	1,127.36	3.1
Linda Mendenthal	Court Reporter	35,511.84	A/A	Court Reporter	37,627.20	11/2	2,115.36	6.0
Johnny C. Tse	Court Collections Officer	32,448.00	35/5A	Court Collections Officer	33,425.60	8/8	977.60	3.0
Vacant	Court Security Officer	32,448.00	35/5B	Court Security Coordinator	32,448.00	8/7	0.00	0.0
Vacant	Judicial Secretary	32,221.28	A/A	Judicial Assistant	32,448.00	7/10	226.76	0.7
Cynthia L. Bracy	Judicial Secretary	30,157.92	A/A	Judicial Assistant	31,512.00	7/9	1,354.08	4.5
Kathy Rook	Family Counselor-Mediator	29,702.40	37/3A	Family Counselor-Mediator	30,596.80	9/1	457.20	3.0
Vacant	Law Librarian	29,702.40	32/5B	Law Librarian	29,702.40	8/4	0.00	0.0
Sherri J. Cullison	Judicial Secretary	29,683.68	A/A	Judicial Assistant	30,596.80	7/8	913.12	3.1
Angela S. Giovanardi	Judicial Secretary	29,683.68	A/A	Judicial Assistant	30,596.80	7/8	913.12	3.1
Vacant	Judicial Secretary	27,996.80	A/A	Judicial Assistant	27,996.80	7/5	0.00	0.0
Vacant	CASA Coordinator	26,395.20	28/5B	CASA Coordinator	26,395.20	7/3	0.00	0.0
Elizabeth D. Krumwiede	Judicial Secretary	25,729.60	A/A	Judicial Assistant	27,185.60	7/4	1,456.00	5.7
Malibu L. Harshman	Secretary Senior	25,625.60	29/4B	Administrative Assistant	26,395.20	6/7	769.60	3.0
Vacant	Secretary - Option B (Legal)	24,876.80	26/5B	Secretary	24,876.80	5/8	0.00	0.0
Vacant	ADR Clerk	20,820.80	20/5B	ADR Clerk	20,820.80	4/6	0.00	0.0
<b>TOTAL</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>25,512.44</b>	<b>NA</b>

1. The proposed salary rate of Superior Court employees was based upon use of the new salary schedule effective July 1, 1996. With the exception of the Court Commissioner position, annual salary amounts for vacant and requested positions were calculated by identifying the salary amount either equal to or the next step above the current rate. The proposed salary for the Court Commissioner position was based upon a request of the Presiding Judge to reclassify this position to a higher salary level.
2. The proposed grade was based upon results of the Arizona Salary Survey for like positions. The proposed step was calculated by identifying the step with the next highest salary in the new salary schedule. If the next highest salary was less than a 3% increase, the employee was assigned to one additional step in the salary schedule.
3. The salary adjustment was calculated by subtracting the current salary rate from the proposed salary rate.

**SUPERIOR COURT IN MOHAVE COUNTY  
EMPLOYEES BY PROPOSED POSITION TITLE, RATE AND BENEFITS  
FY 1996-97**

EMPLOYEE NAME	PROPOSED POSITION TITLE	PROPOSED RATE 1	FICA 2	MEDICARE 3	RETIREMENT 4	HEALTH INSURANCE 5	WORKERS' COMPENSATION 6	TOTAL BENEFITS 7	TOTAL RATE AND BENEFITS 8
Robert R. Moon	Judge Pro Tempore	96,314.00	5,971.47	1,396.55	3,005.00	2,182.32	269.68	12,825.02	109,139.02
Vacant	Court Commissioner	67,978.40	4,214.66	985.69	2,617.17	2,182.32	190.34	10,190.18	78,168.58
Richard J. Lewis	Court Administrator	60,403.20	3,745.00	875.85	2,325.52	2,182.32	169.13	9,297.82	69,701.02
James E. Chavez	Superior Court Judge	48,157.00	2,985.73	698.28	1,502.50	2,182.32	134.84	7,503.67	55,660.67
Steven F. Conn	Superior Court Judge	48,157.00	2,985.73	698.28	1,502.50	2,182.32	134.84	7,503.67	55,660.67
Leonard C. Langford	Superior Court Judge	48,157.00	2,985.73	698.28	1,502.50	2,182.32	134.84	7,503.67	55,660.67
Gary R. Pope	Superior Court Judge	48,157.00	2,985.73	698.28	1,502.50	2,182.32	134.84	7,503.67	55,660.67
Sandra R. Brice	Court Reporter	42,348.80	2,625.63	614.06	1,630.43	2,182.32	118.56	7,171.00	49,519.80
Bonnie S. Kleiman	ADR Coordinator	41,121.60	2,549.54	596.26	1,583.18	2,182.32	115.14	7,026.44	48,148.04
Vacant	Court Automation Systems Manager	37,627.20	2,332.89	545.59	1,448.65	2,182.32	105.36	6,614.81	44,242.01
Kimberly M. Faehn	Court Reporter	37,627.20	2,332.89	545.59	1,448.65	2,182.32	105.36	6,614.81	44,242.01
Stephanie L. Hendrix	Court Reporter	37,627.20	2,332.89	545.59	1,448.65	2,182.32	105.36	6,614.81	44,242.01
Rick A. Pulver	Court Reporter	37,627.20	2,332.89	545.59	1,448.65	2,182.32	105.36	6,614.81	44,242.01
Linda Mendenhall	Court Reporter	37,627.20	2,332.89	545.59	1,448.65	2,182.32	105.36	6,614.81	44,242.01
Johnny C. Tee	Court Collections Officer	33,425.60	2,072.39	484.67	1,286.89	2,182.32	93.59	6,119.86	39,545.46
Vacant	Judicial Assistant	32,448.00	2,011.78	470.50	1,249.25	2,182.32	90.85	6,004.70	38,452.70
Cynthia L. Bracy	Judicial Assistant	31,512.00	1,953.74	456.92	1,213.21	2,182.32	88.23	5,894.42	37,406.42
Vacant	Law Librarian	29,702.40	1,841.55	430.68	1,143.54	2,182.32	83.17	5,681.26	35,383.66
Sherri J. Cullison	Judicial Assistant	30,596.80	1,897.00	443.65	1,177.98	2,182.32	85.67	5,786.62	36,383.42
Angela S. Giovanardi	Judicial Assistant	30,596.80	1,897.00	443.65	1,177.98	2,182.32	85.67	5,786.62	36,383.42
Vacant	Judicial Assistant	27,986.80	1,735.80	405.95	1,077.88	2,182.32	78.39	5,480.34	33,477.14
Vacant	CASA Coordinator	26,395.20	1,636.50	382.73	1,016.22	2,182.32	73.91	5,291.68	31,686.88
Elizabeth D. Krumwiede	Judicial Assistant	27,185.60	1,685.51	394.19	1,046.65	2,182.32	76.12	5,384.79	32,570.39
Malibu L. Harshman	Administrative Assistant	26,395.20	1,636.50	382.73	1,016.22	2,182.32	73.91	5,291.68	31,686.88
Vacant	ADR Clerk	20,820.80	0.00	0.00	0.00	0.00	0.00	0.00	20,820.80
Kathy Rook	Family Counselor-Mediator	30,596.80	0.00	0.00	0.00	0.00	0.00	0.00	30,596.80
<b>TOTAL ADOPTED POSITIONS</b>	<b>25.25</b>	<b>1,036,602.00</b>	<b>61,081.44</b>	<b>14,285.15</b>	<b>35,820.37</b>	<b>52,375.68</b>	<b>2,758.52</b>	<b>166,321.16</b>	<b>1,202,923.16</b>
Vacant	Caseflow Manager	46,280.00	2,869.36	671.06	1,443.94	2,182.32	129.58	7,296.26	53,576.26
Vacant	Court Security Coordinator	32,448.00	2,011.78	470.50	1,249.25	2,182.32	1,090.25	7,004.10	39,452.10
Vacant	Secretary	24,876.80	1,542.36	360.71	957.76	2,182.32	69.66	5,112.81	29,989.61
<b>TOTAL REQUESTED POSITIONS</b>	<b>3.00</b>	<b>103,604.80</b>	<b>6,423.50</b>	<b>1,502.27</b>	<b>3,650.95</b>	<b>6,546.96</b>	<b>1,289.49</b>	<b>19,413.17</b>	<b>123,017.97</b>
<b>TOTAL ADOPTED AND REQUESTED POSITIONS</b>	<b>28.25</b>	<b>1,140,206.80</b>	<b>67,504.94</b>	<b>15,787.42</b>	<b>39,471.32</b>	<b>58,922.64</b>	<b>4,048.01</b>	<b>185,734.33</b>	<b>1,325,941.13</b>

1. The proposed salary rate of Superior Court employees was based upon the new salary schedule effective July 1, 1996. Pursuant to A.R.S. §41-1904, Superior Court judges salaries are paid \$96,314 effective January 1996. Since Mohave County is responsible for 50% of a Superior Court judge's salary, the budgeted amount is \$48,157.00. With the exception of the Court Commissioner position, annual salary amounts for vacant and requested positions were calculated by identifying the salary amount either equal to or the next step above the current rate. The proposed salary for the Court Commissioner position was based upon a request of the Presiding Judge to reclassify the position to a higher salary level.
2. FICA costs were calculated at 0.0620 of proposed rate.
3. Medicare costs were calculated at 0.0145 of proposed rate.
4. Retirement costs were calculated at 0.0312 of current for elected judges and 0.0385 for all other eligible court positions.
5. Health insurance costs were calculated at \$2,182.32 per year.
6. Workers' compensation costs were calculated at \$0.28/\$100.00 for all Superior Court positions except the Court Security Officer position which was calculated at \$3.36/\$100.00.
7. The total benefits category is the sum of FICA, medicare, retirement, health insurance and workers' compensation costs.
8. The total rate and benefits category is the sum of the rate and total benefits costs.

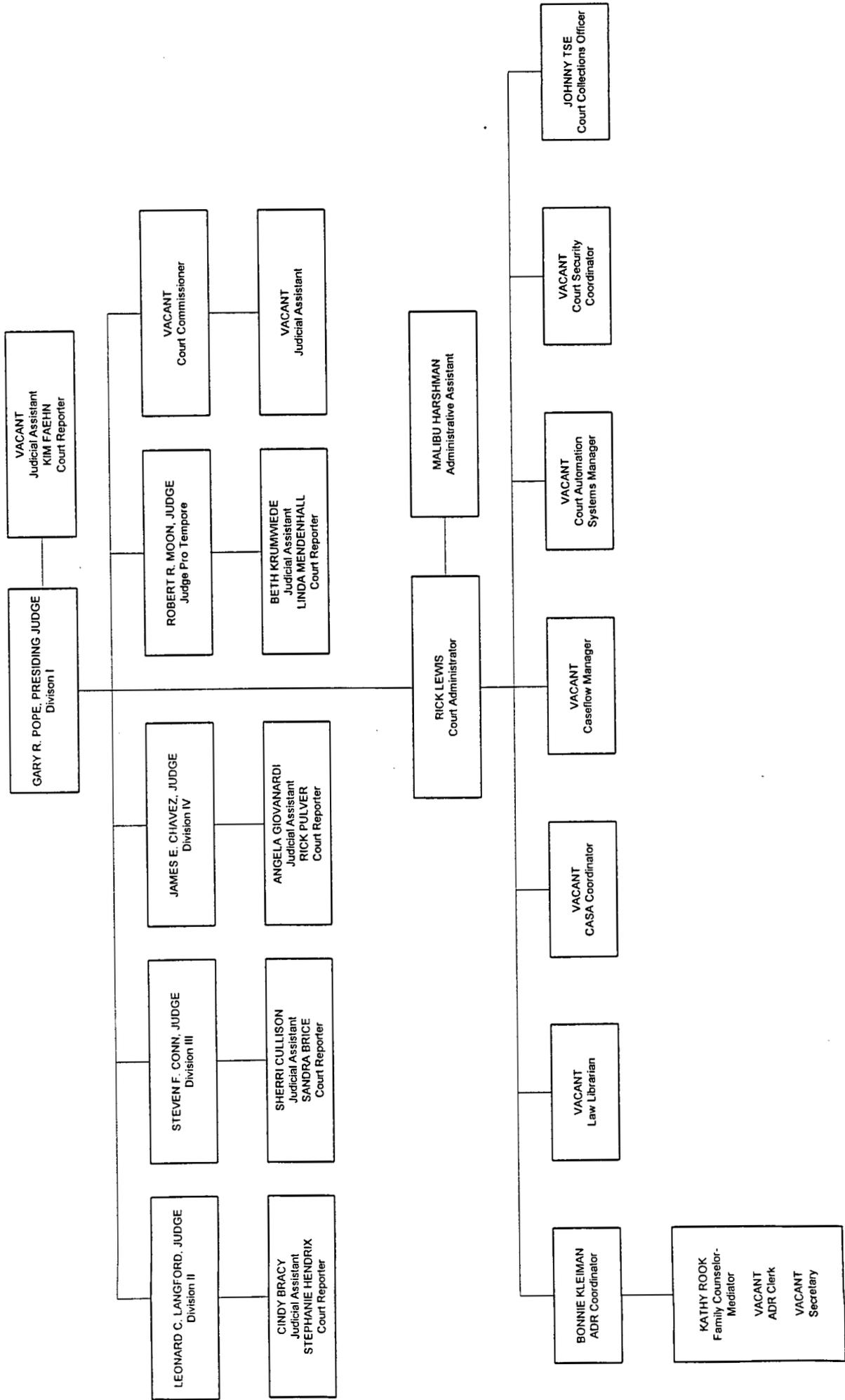
SUPERIOR COURT IN MOHAVE COUNTY						
EMPLOYEES BY CURRENT AND PROPOSED BENEFITS COST WITH ADJUSTMENT						
FY 1996-97						
EMPLOYEE	PROPOSED POSITION TITLE	CURRENT BENEFITS	PROPOSED BENEFITS 1	BENEFITS ADJUSTMENT 2	% INCREASE	
James E. Chavez	Superior Court Judge	12,825.02	12,825.02	0.00	0.0	
Steven F. Conn	Superior Court Judge	12,825.02	12,825.02	0.00	0.0	
Leonard C. Langford	Superior Court Judge	12,825.02	12,825.02	0.00	0.0	
Gary R. Pope	Superior Court Judge	12,825.02	12,825.02	0.00	0.0	
Robert R. Moon	Judge Pro Tempore	12,825.02	12,825.02	0.00	0.0	
Vacant	Court Commissioner	9,250.32	10,190.18	939.86	10.2	
Richard J. Lewis	Court Administrator	9,004.52	9,297.82	293.30	3.3	
Vacant	Caseflow Manager	7,296.26	7,296.26	0.00	0.0	
Sandra R. Brice	Court Reporter	7,021.05	7,171.00	149.95	2.1	
Bonnie S. Kleiman	ADR Coordinator	6,884.35	7,026.44	142.09	2.1	
Vacant	Court Automation Systems Manager	6,614.81	6,614.81	0.00	0.0	
Kimberly F. Faehn	Court Reporter	6,482.00	6,614.81	132.81	2.0	
Stephanie L. Hendrix	Court Reporter	6,482.00	6,614.81	132.81	2.0	
Rick A. Pulver	Court Reporter	6,482.00	6,614.81	132.81	2.0	
Linda Mendenhall	Court Reporter	6,365.61	6,614.81	249.20	3.9	
Johnny C. Tse	Court Collections Officer	6,004.70	6,119.86	115.16	1.9	
Vacant	Court Security Coordinator	7,004.10	7,004.10	0.00	0.0	
Vacant	Judicial Assistant	5,977.99	6,004.70	26.71	0.4	
Cynthia L. Bracy	Judicial Assistant	5,734.92	5,894.42	159.50	2.8	
Kathy Rook	Family Counselor-Mediator	0.00	0.00	0.00	0.0	
Vacant	Law Librarian	5,681.26	5,681.26	0.00	0.0	
Sherril J. Cullison	Judicial Assistant	5,679.05	5,786.62	107.57	1.9	
Angela G. Giovanardi	Judicial Assistant	5,679.05	5,786.62	107.57	1.9	
Vacant	Judicial Assistant	5,480.34	5,480.34	0.00	0.0	
Vacant	CASA Coordinator	5,291.68	5,291.68	0.00	0.0	
Elizabeth D. Krumwiede	Judicial Assistant	5,213.27	5,384.79	171.52	3.3	
Malibu L. Harshman	Administrative Assistant	5,201.02	5,291.68	90.66	1.7	
Vacant	Secretary	5,112.81	5,112.81	0.00	0.0	
Vacant	ADR Clerk	0.00	0.00	0.00	0.0	
<b>TOTAL</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>	<b>2,951.52</b>	<b>NA</b>	<b>NA</b>

**SUPERIOR COURT IN MOHAVE COUNTY  
BUDGET IMPACT OF THE PROPOSED JOB CLASSIFICATION AND SALARY PLAN  
FY 1996-97**

<b><u>JOB CLASS CATEGORY</u></b>	<b><u>SALARY ADJUSTMENT</u></b>	<b><u>BENEFITS ADJUSTMENT</u></b>	<b><u>\$ COST</u></b>
Judicial	7,978	940	8,918
Court Administration	2,490	293	2,783
Court Reporting	6,770	798	7,568
Family Court	1,664	142	1,806
Automation	0	0	0
Court Collections	977	115	1,092
Law Library	0	0	0
Court Security	0	0	0
Secretarial	5,633	644	6,297
<b>TOTAL</b>	<b>25,512</b>	<b>2,952</b>	<b>28,464</b>

ORGANIZATION CHART

# SUPERIOR COURT IN MOHAVE COUNTY ORGANIZATION CHART



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