



TOWN OF FOUNTAIN HILLS
invites applications for the position of:

Court Administrator

SALARY: \$80,959.00 - \$115,771.00 Annually

OPENING DATE: 09/25/20

Please apply at:

<https://www.governmentjobs.com/careers/fountainhills/jobs/2870428/court-administrator?pagetype=jobOpportunitiesJobs>

DESCRIPTION:

The Town of Fountain Hills (<https://www.fh.az.gov/>) has an excellent full-time job opportunity available as the Court Administrator.

Manages the administrative functions, court services operations, non-judicial staff and the resources of the Municipal Court. Reports directly to the Presiding Judge.

Position will remain open until filled, with a first review of applications planned for October 10, 2020. Applications are expected to be reviewed on a weekly basis after the initial review date.

EXAMPLES OF DUTIES:

- Manages, plans and organizes the activities of all non-judicial staff; selects, trains, motivates and evaluates personnel; works with employees to provide job performance feedback and correct deficiencies and enhance performance; implements discipline and termination procedures for non-judicial personnel.
- Manages the Court's accounting functions; implements and ensures compliance with the Arizona Code of Judicial Administration Minimum Accounting Standards; processes bond refunds and restitution disbursements; creates purchase requests for court expenditures, reviews and identifies and resolves financial discrepancies.
- Implements policies and procedures governing administrative operations of the court; recommends changes to operational policies and procedures to improve court administrative operations; develops long-range plans and programs; identifies problems and creates and implements solutions.
- Participates in the development and administration of the Court's budget; directs the forecast of funds needed for staffing, equipment, materials, services and supplies; monitors and approves expenditures within specified limits.
- Compiles and evaluates statistical data related to the efficiency and effectiveness of Court operations, and makes appropriate written and verbal recommendations as needed; maintains compliance with monthly, quarterly and annual statistical reporting, accounting and records management policies and procedures established by the Supreme Court and the Presiding Judge of Maricopa County.
- Responds to inquiries, requests for information and complaints; represents the Court with outside agencies, boards and committees, and at interdepartmental and committee meetings as required; serves as Clerk of the Court and Custodian of Records.
- Maintain regular attendance and perform other related duties as assigned.

TYPICAL QUALIFICATIONS:

- Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent in applicable field.
- Five years of highly responsible experience in the administration and management of a limited jurisdiction court system, including a minimum of two years at the management level. Experience with court-related case and financial management software programs desirable. .
- Fellowship in the Institute for Court Management desirable; must obtain 16 credit hours of judicial staff education annually.
- Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
- Requires the ability to read and understand various governmental and court-related reports, financial documents, court orders, statutes and Town codes, regulations and general correspondence.
- Requires the ability to perform general math calculations; the ability to calculate decimals and percentages; may include the ability to compute interest and ratios; may include ability to calculate surface areas, volumes, weights and measures.
- Requires the ability to write clearly and effectively in English; requires the ability to write performance appraisals, procedures, memos and status reports with clearly organized content, using proper sentence structure, punctuation and grammar.
- Develops, implements and oversees work plans; organizes, prioritizes and delegates work activities, projects and programs; supervises, directs and evaluates staff; processes and addresses employee issues, concerns and problems; counsels, disciplines and writes performance evaluations.
- Participates in the development and administration of the Court's budget; monitors expenditures and revenues; authorizes purchases within authorized limits; monitors grants and intergovernmental agreements; analyzes future needs and forecasts funds needed for staffing, equipment, materials, services and supplies.
- Requires supervising and monitoring of the Court staff.
- Requires an understanding of court judicial and administrative processes, including statutes, rules and procedures and disposition protocol. Requires the ability to exercise good judgment, decisiveness and creativity in situations involving the evaluation of information against subjective criteria, as opposed to that which is clearly measurable or verifiable.
- The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

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