



CITY OF MESA
invites applications for the position of:
Court Administrator

SALARY: \$96,824.00 - \$130,312.00 Annually

OPENING DATE: 10/16/20

CLOSING DATE: 11/05/20 11:59 PM

DESCRIPTION/DUTIES:

This classification has been designated as a non-classified, non-merit system, at-will position.

A Court Administrator manages the non-judicial activities of the City Court through directing Deputy Court Administrators for the Collections, Court Services, and Customer Services responsibility areas and the Management Assistant II. This class performs related duties as required.

This is an administrative class, which is responsible for directing the activities of three Deputy Court Administrators and a Management Assistant II. The Court Administrator is responsible for evaluating and coordinating these divisions in support of the judiciary. Responsibilities involve interacting and coordinating with top-level management personnel, with judges, with City departments, and with non-city governmental and quasi-governmental agencies. The incumbent represents the Presiding City Magistrate as required on interdepartmental coordinating committees and taskforces. Work is performed with considerable independence and initiative. Work is performed under the general direction of the Presiding City Magistrate who evaluates work through reports, conferences, meetings, and results achieved. This class is FLSA exempt-executive.

Please refer to the link below for the full job description and additional information regarding assignments, preferred qualifications, and essential functions.

QUALIFICATIONS & REQUIREMENTS:

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Law, or a related field. Extensive (5+ years) progressively responsible management experience in public and/or court administration in a supervisory capacity. Experience coordinating programs and projects, developing programs and policies, budget preparation and administration, and evaluating and reporting on the effectiveness of various programs is required.

Special Requirements. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of

Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Preferred/Desirable Qualifications. Knowledge of automated (software programs) criminal justice and financial systems is highly desirable. Graduation from an accredited college or university with a Master's Degree is preferred.

LINK TO JOB DESCRIPTION:

<http://apps.mesaaz.gov/jobdescriptions/Documents/JobDescriptions/cs5108.pdf>

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The City of Mesa respects, values, and welcomes diversity in our workforce. To this end, we encourage all interested people to apply. Human Resources reserves the right to close positions without prior notification.

APPLY ONLINE AT:

<https://www.governmentjobs.com/careers/mesaaz>

PO Box 1466
Mesa, AZ 85211-1466
480-644-2758
480-644-3240

Posting #09111A
COURT ADMINISTRATOR
NF

jobs.info@mesaaz.gov
