

To apply: https://azcourts.hrmdirect.com/employment/job-opening.php?req=2917564&req_loc=&&&nohd#job

JOB TITLE:

Program Manager III

JOB #:

2725

DIVISION:

Certification and Licensing

HIRING SALARY:

\$77,895.00 - \$109,000.00 annualized, DOE

CLOSING DATE:

All positions are open until filled.

EMPLOYEE REFERRAL PROGRAM:

This position is eligible for an employee referral incentive payment of \$1,000.00 (conditions apply).

POSITION SUMMARY:

Are you interested in joining an innovative team that serves a critical role for the Arizona Judiciary? Would you like to be part of a forward-thinking management team? Then this is the job for you!

The Supreme Court adopted rules authorizing additional ways to practice law in Arizona to improve the delivery of legal services to those underserved. These changes are innovative, and Arizona is leading other jurisdictions in both the adoption and development of these alternatives. The rules authorize the licensing of Alternative Business Structures; businesses that provide legal advice but that can be owned by non-lawyers. The rules also authorize the licensing of Legal Paraprofessionals and lay advocates; non-lawyers who may provide limited scope legal advice and representation or other legal support services. The successful candidate will be instrumental in the continuing development and success of the Alternative Business Structures program.

In implementing alternative methods of providing legal services, the Division and the successful candidate will be responsible for balancing the Supreme Court's desire to be innovative with the Supreme Court's direction to protect the public by assuring only qualified applicants become authorized to provide legal services. The Division seeks a qualified individual to serve on the team comprised of Committee members and other Division and court personnel to ensure the success of these programs.

In addition, this position performs highly responsible management and compliance duties and is involved in all aspects of the Division's regulatory committee functions. The position will oversee all components of the licensing of businesses to perform legal services, which requires understanding and communicating highly complex business structures, and will have a significant role in the licensing of non-lawyers to provide legal services. The successful candidate will be comfortable making public speaking appearances to promote and improve the programs. Additionally, the candidate will have experience collaborating with executives, including justices, presiding judges, court administrators, executive and legislative branch leaders, and leadership from the private and nonprofit sectors.

The Arizona Supreme Court invites applications for the Program Manager position.

This position may be eligible for a hybrid-telework schedule once the employee has completed three (3) months of employment and has sufficiently proved their ability to perform assigned tasks.

Public Service Loan Forgiveness (PSLF) Program qualified employer.

MINIMUM REQUIREMENTS:

This position requires a Bachelor's degree and five years of related experience. Directly related experience may substitute for the degree requirement. At least three years of management experience with demonstrated leadership in effectively

managing and developing staff. Excellent oral and written communication skills, and the ability to communicate with applicants and the public in a professional and respectful manner.

The preferred candidate will have a J.D. degree; knowledge of issues relevant to the regulation of professionals, including development, administration, and grading of examinations; administrative hearings experience; experience executing contracts; and demonstrated ability to interpret and apply detailed court rules, policies and procedures.

Travel level: 15%. Must be able to travel throughout the state and out of state periodically for program-related events.

SELECTION PROCESS:

Applicants must be authorized to work in the United States on a full-time basis. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The Selection Process may include computer testing (Word, Excel, PowerPoint, Outlook, proofreading, typing, etc.) and first and/or second-round panel interviews. This is a Regular, Full-time, Exempt position.

BENEFITS:

The Arizona Supreme Court, Administrative Office of the Courts offers a comprehensive benefits package to include:

- Accrued vacation pay and sick leave
- 10 paid holidays per year
- Health and dental insurance
- Retirement plan
- Life insurance and long-term disability insurance
- Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance
- By providing the option of a full-time or part-time remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive. Remote work is a management option and not an employee entitlement or right. The Court may terminate a remote work agreement at its discretion.

RETIREMENT:

- Positions in this classification participate in the Arizona State Retirement System (ASRS).
- Please note enrollment eligibility will become effective after 27 weeks of employment.

The Arizona Supreme Court is an EOE/ADA Reasonable Accommodation Employer