

CITY OF GLENDALE

TITLE:	Judicial Assistant	CLASS CODE:	210
REPORTS TO:	Presiding City Judge	GRADE:	28
DEPARTMENT:	City Court	FLAS:	E

JOB SPECIFICATION DATE: June 11, 2007 cm

JOB SUMMARY

Performs highly complex administrative and professional work in the City Court involving project design, program development, coordination, and management including grant application and monitoring, CIP coordination, and business plan development.

ESSENTIAL FUNCTIONS

1. Develops, implements, reviews, and coordinates projects to support and improve the operational efficiency and effectiveness of the Court including, but not limited to establishing and maintaining the Treatment Court Program, monitoring the Court CIP and coordinating contract renewal and RFP processes for the Court.
2. Serves as the training coordinator for the Court to insure compliance with all Supreme Court Committee on Judicial Education and Training (COJET), National Incident Management Systems (NIMS) and Department of Public Safety Arizona Criminal Justice Information Systems (ACJIS) requirements.
3. Coordinates, develops, implements and monitors the execution of the department business plan.
4. Develops, prepares, and administers contracts and grants; establishes and monitors related programs, activities, and services; maintains records and reports regarding related Court activities and operations.
5. Plans, organizes and supervises the activities of assigned clerical staff; organizes and directs administrative functions for daily court activities.
6. Conducts research including statistical analysis, analyzes findings, prepares reports, and makes recommendations and presentations to management.
7. Manages deadlines for reports to the Supreme Court and the Presiding Judge.
8. Receives information requests from City Management and determines actions to be taken.
9. Coordinates the development and implementation of new and revised policy and procedures and administrative orders for the department. Reviews other municipalities' policies and procedures. Explains and enforces Court and City policies and procedures and City Manager Directives.
10. Receives inquiries and complaints from the public, attorneys, judges and other court staff and determines course of action for response.
11. Manages facility maintenance to ensure smooth operation; maintains inventories for fixed assets.
12. Maintains department's records adhering to the records retention schedule.
13. Staffs the Judicial Selection Advisory Board.

SECONDARY FUNCTIONS

14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Court procedures, legal terminology, and legal requirements for processing court documents
- Research and analysis methods and the elements of report preparation
- The principles and practices of public administration and of city courts
- Computers and their application in local government
- Program and project management techniques
- Public and judicial administration, budgeting, case flow, fiscal management, and general office administration
- Effective management and supervisory practices

Ability to:

- Prepare clear and concise reports, correspondence and statistical data
- Research, develop and implement plans, programs, policies and procedures
- Effectively use computerized data management systems
- Resolve administrative problems
- Effectively supervise, train and develop employees
- Work independently on major projects
- Conduct research, analyze findings
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with city officials, judges, governmental agencies, and employees of all levels and the general public

WORKING CONDITIONS

Office setting

MINIMUM QUALIFICATIONS

Bachelor's Degree in business or public administration, management, or related field and four years of progressively responsible administrative experience in a court system including at least one year of experience of program oversight and/or employee supervision and experience interacting with judges on a frequent basis.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.