



MARICOPA COUNTY JUSTICE COURTS INVITES YOUR INTEREST IN THE POSITION OF **JUSTICE COURT ADMINISTRATOR**

The Justice Court Administrator is an executive level position serving under the direction and immediate supervision of the Presiding Justice of the Peace. As the Justice Court Administrator, you will be responsible for the overall management and administration of the centralized functions of the Justice Courts and perform related work as required under the general direction of the Presiding Justice of the Peace. The Administrator is responsible for planning, directing, implementing, and achieving department strategic goals.

The Justice Court Administrator is an unclassified position and is not covered by the Judicial Merit Rules and is exempt from FLSA overtime status.

MARICOPA COUNTY JUSTICE COURTS



MISSION

The mission of the Maricopa County Justice Courts is to provide professional Judicial Services to court users so they can obtain timely and economical justice within their community.

VISION

Maricopa County Justice Court Administration is committed to providing the highest level of prompt, impartial, and professional support services with integrity and respect to the Maricopa County Justice Courts.

VALUES

We are establishing a meaningful and ongoing collaborative role, devoted to excellence in customer service, through effective use of resources and personnel.

The Maricopa County Justice Courts are 'limited jurisdiction' courts handling civil lawsuits where the amount in dispute is \$10,000 or less, landlord and tenant controversies, small claims cases and the full range of civil and criminal traffic offenses, including DUIs as well as the newest addition of the Video Appearance Center.



Maricopa County has 26 justice courts located in 6 facilities stretched from Surprise to Mesa and from Avondale to North Phoenix. Each court is presided over by a Justice of the Peace, who is elected for a four year term. Additionally, there are approximately 300 permanent employees, 45 part-time Justice of the Peace Pro Tempores and 40 volunteer Hearing Officers and Mediators.

PRINCIPAL RESPONSIBILITIES

- Plan, organize, direct, and exercise immediate supervision over deputy court administrators, department directors, and support staff; exercise administrative oversight of the Operations and Support Services divisions
- Monitor the efficiency and effectiveness of service levels and programs. Initiate or recommend changes or improvements for research studies relating to procedures, rules, and statutes that provide the most expeditious, cost-effective, and fair resolutions
- Coordinate court activities with county departments, other agencies, and municipal courts. May serve as an advisory member and/or voting member on some committees
- Represent Maricopa County Justice Courts in the most positive manner with prospective, former, and current clients, suppliers, and the community we serve. Interact effectively with a diverse group of staff, and other customers of our services. Effectively learns and uses operating practices of the department and Maricopa County Justice Courts
- Provide support and guidance for all court operations consisting of criminal misdemeanor and civil case types including forcible detainers, small claims, minor traffic violations, injunctions against harassment, orders of protection, and regular civil cases
- Coordinate programs and projects, develop programs and policies, budget preparation and administration, and evaluate and report on the effectiveness of various programs
- Analyze the impact of existing and proposed legislation and provide recommendations to court leaders, the Presiding Justice of the Peace, and other decision-makers on policies, issues, and concerns
- Analyze and direct complex studies and projects to achieve increased efficiency and effectiveness of programs and services
- Directs the preparation and approval process of the department’s budget and oversees all department personnel actions and issues
- Uphold the Mission Statement: The Mission of the Maricopa County Justice Courts is to provide professional Judicial Services to court users so they can obtain timely and economical justice within their community

CANDIDATE PROFILE

The Justice Courts is seeking a Justice Court Administrator with a proven ability to lead and direct change that will benefit the operations of the Court. This individual must be able to thrive in a demanding, fast-paced environment, navigate ambiguity, balance the needs of multiple stakeholders, and provide innovative solutions to complex organizational problems. This individual must also have the ability to work collaboratively with a wide range of stakeholders including judges, court personnel, justice systems partners, and the public. Additionally, this individual must have exceptional consensus building skills and the diplomacy to handle politically sensitive issues.

The ideal candidate will be knowledgeable and experienced in court operations and highly qualified to direct the administration of the Court Operations and Support Services Divisions. A broad knowledge of executive management, strategic planning, public finance, trial court funding, budgeting, personnel management, business process re-engineering, program management and technology planning is necessary for success in this position.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor’s degree in Public or Business Administration, Justice Studies, Law, or a related field of study and 7 years of progressively responsible management/supervisory experience in public or court administration. 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. Any of the following may substitute for 2 years of required experience: graduation from an accredited college or university with a Master’s or Doctoral Degree in a related field of study; ICM

COMPENSATION

The Maricopa County Justice Courts offers a comprehensive benefits package and a highly competitive salary range between \$117,000 - \$169,500 annually, commensurate with the successful candidate’s qualifications and experience.

TO APPLY

Visit Maricopa County Careers: https://maricopa.wd1.myworkdayjobs.com/MC_External and search "Justice Court Administrator."

Questions regarding the recruitment may be directed to Justice Courts Human Resources by phone: (602)372-8030 or email: mcjchr@jbazmc.mail.onmicrosoft.com

The recruitment is scheduled to close on **Friday, July 12, 2024** at 11:59 pm. Following a review of the application package, only those candidates the Justice Courts considers suitable for the position will be invited to participate in a panel interview. The Presiding Justice of the Peace will make the final hiring decision.

The Maricopa County Justice Courts of Arizona is an equal opportunity employer.

It is the policy of the Justice Courts not to discriminate in employment or the provision of services.

To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602-372-8030.

For additional information about the Justice Courts, please visit our website at: justicecourts.maricopa.gov