



# JOB ANNOUNCEMENT

ARIZONA SUPERIOR COURT  
in PIMA COUNTY



## Administrative Services Senior Coordinator Pima County Juvenile Court Center

**Hiring Range: \$60,331 to \$90,497 annually, depending on experience.**

**DESCRIPTION:** Responsible for analysis and/or research of business, operating procedures and systems. Develops recommendations for the implementation of new legislation, statutes, judicial administration codes, court rules or other revisions that impact the juvenile court operations in both the child welfare and juvenile justice systems. Designs and implements, as directed, modified management tracking and information systems. Develops and recommends new or revised policies and procedures.

### ESSENTIAL FUNCTIONS:

- Conducts research related to pending legislation, judicial administrative code, court rules, statutes or other similar regulations at the local, state and national level relating to the work procedures within the court's departments.
- Gathers and organizes information on identified issues or procedures; documents existing processes and systems, performs cost/benefits analysis, and prepares reports summarizing findings, alternatives and recommendations for new or revised procedures or systems.
- Assists division directors in the development of policies and procedures.
- Represents the court and court administration in meetings and/or hearings, locally and statewide, to provide specialized information on behalf of the court when issues arise concerning division/department administration.
- Establishes working relationships with key local and statewide organizations and individuals who are partners with the court to achieve organization goals and objectives.
- Responds to public, management, and staff inquiries for assistance to address administrative and operational issues relating to the court's business.
- Reviews various administrative reports, studies, proposed/adopted statutes, rules, regulations and recommendations, and evaluates the potential impact on the court.
- Designs and coordinates research projects and surveys, performs statistical analysis, evaluates results and prepares management reports, summary reports, and other informational documents.
- Participates in developing strategies and preparing proposals to obtain funding for court programs and oversees special projects and ensures compliance with reporting procedures.
- Oversees and directs the gathering of statistical data, such as flow charts, prepares statistical reports and facilitates presentations on various court issues based on statistical information and historical trends.
- Develops internal relationships with division management and staff and attends division meetings to remain abreast of administrative and operational issues throughout the court.
- Advises juvenile court director and deputy director on special projects and coordinates the implementation of new programs, as directed.

**MINIMUM REQUIREMENTS:** A Bachelor's degree in Public or Business Administration, Organizational Development, or a related field and five years of experience in procedural management or systems analysis work; OR, any equivalent combination of experience, training and/or education approved by Human Resources. **Preference may be given to applicants with a Master's degree in any of the above or related fields.**

**SELECTION PROCESS:** An in-basket skills assessment test may be administered. There may be two panel interviews in this selection process.

**COMPENSATION AND BENEFITS:** The Court offers a competitive compensation and benefits package to include medical, dental, life insurance, flexible spending accounts, retirement and deferred compensation plans, paid vacation and sick leave, as well as other benefits.

**HOW TO APPLY:** Open until filled, with a first screening of applications on Monday, September 12, 2011. The Court now has an on-line application process. Please apply at the Court's website ([www.pccjcc.pima.gov](http://www.pccjcc.pima.gov)). For assistance, please call (520) 740-5019; TDY (520) 740-8887.

The Court is an Equal Opportunity Employer