

# TOHONO O'ODHAM NATION JUDICIAL BRANCH

P.O. Box 761 • Sells, AZ • 85634

PHONE (520) 383-6300 • FAX (520) 383-3500



## JOB DESCRIPTION

Job Title:	Court Services Administrator	Job Class Assignment:	10001
Department:	Judicial Branch	Eligible for Overtime:	No
Division:	Court Services	Pay Grade:	E59.1

### Position Summary:

This position is an administrative management position involved in supervising, planning, organizing and directing the activities, functions and personnel of the Judicial Branch Probation Division and Rehabilitation Division.

Supervision Received: Under the supervision of the Court Administrator.

### Essential Duties and Responsibilities:

- Develop and implement organizational and administrative policies, and procedures for department operations and supervision of staff.
- Coordinate and maintain training information for staff including establishing minimum annual in-service training requirements.
- Directs program personnel, reviews, evaluates performance and recommends corrective action as necessary.
- Develop and implement community-based services and programs for use by sentencing judges as alternative to traditional dispositions including but not limited to diversion, intervention, rehabilitative, educational, restitution, community services, and other similar alternative programs.
- Reviews and evaluates program services, operational performance, and efficiency to develop methods and procedures to correct deficiencies and improve the delivery of services.
- Performs considerable exercise of initiative, independent judgment, and discretion in the supervision of personnel, management of equipment, facilities, and resources, and in the determination of the appropriate course of action to be taken in urgent and crisis situations.
- Responsible for all statistical and reporting required to be submitted for programmatic and financial management.
- Perform other duties as assigned or as necessary to improve the delivery of services.

### Knowledge, Skills, Certifications, and Abilities:

- Knowledge of management and administrative systems used in the operation and development of adult and juvenile programs.
- Knowledge in crisis intervention techniques including counseling/interviewing skills;
- Knowledge of diversion/probation programs, and community-based models including intake requirements, treatment modes, and objectives;

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Court Services Administrator

- Knowledge of criminal justice systems and administration with emphasis on probation and alternative dispositional services and program.
- Knowledge of applicable criminal and regulatory laws or statutes applicable to provision of services
- Knowledge of tribal government operations and functions with emphasis on tribal court development and systems.
- Skills in developing oral and written instructional, informational and educational presentations for staff.
- Ability to establish and maintain working relationships with staff and tribal departments and programs requiring judicial services.
- Ability to exercise considerable initiative and independent judgment in the direction and administration of functions and operations.
- Commitment to the philosophy that all persons are capable of change to become valuable members of the community.
- Ability to implement activities geared toward teaching awareness of consequences, instilling skills and confidence and encouraging desire and ambition in challenging juveniles and adults.
- Ability to review and evaluate department objectives and goals.
- Ability to establish and coordinate working relationships with agencies or departments providing services.
- Ability to develop and implement policies, procedures, rules and regulations for the organizational and operational management of the court services department
- Ability to supervise department staff ensuring that supervision and monitoring of clients is in accordance with mandated court orders.
- Knowledge of Tohono O’odham ordinances and law, including, criminal, civil, traffic, and children’s codes, as well as the Tohono O’odham Constitution.
- Skill in statistical compilation and analysis
- Skill in managing multifaceted projects in conjunction with normal activities.
- Ability to establish and maintain effective relationship with elected tribal officials, program directors, co-workers and the general public.
- Skill in communicating efficiently and effectively both verbally and in writing in the exercise of the job responsibilities.
- Knowledge of legal office practices, and legal terminology, punctuation, spelling and grammar
- Knowledge of telephone etiquette.
- Knowledge of the Tohono O’odham culture, customs, and traditions.
- Knowledge of the Tohono O’odham Nation Judicial Branch policies and procedures.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to work extended hours and various work schedules (if needed).
- Skillful in making sound judgments and decisions under adverse conditions.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Skill in providing superior customer service for both internal and external customers.
- Ability to maintain a professional appearance and attitude benefiting this position and program.
- Ability to carry out verbal and/or written instructions.

**Minimum Qualifications:**

1. Bachelor's degree (BA) in Criminal Justice or a related field, with a minimum of 2 years experience in the legal field;  

**OR**

Associate's degree in Criminal Justice or a related field, with 4 years' experience in the legal field.
2. 4 years of supervisory experience.

**Additional Requirements:**

- Must possess and maintain a valid Arizona Driver's License with no major traffic citations within the last three (3) years.
- Must pass a criminal background investigation and fingerprint check prior to employment.
- Based on the department needs, applicants may be required to demonstrate fluency in both the Tohono O'odham Language and English as condition of employment.
- Must enter into an employment contract.
- A physical examination is required upon employment.
- Must successfully complete a one (1) year probationary period during which incumbent will be evaluated for satisfactory performance of duties and responsibilities listed.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; walk; use hands to finger, handle, or feel; reach with hands and arms.

*This list of duties and responsibilities is illustrative only of the task performed by this position and is not all-inclusive.*