



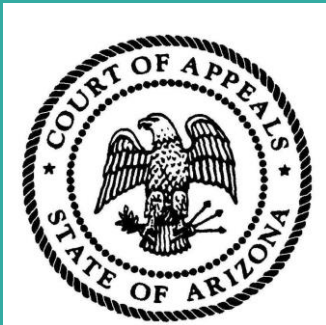
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# Clerk of the Court / Administrator

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OCTOBER 4, 2024

Arizona Court of Appeals, Division One  
Phoenix Arizona



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## POSITION SUMMARY

The Arizona Court of Appeals, Division One is seeking applications for the position of **Clerk of the Court / Administrator**.

Anticipated starting salary range is: \$110k-\$140k, Depending on Experience.

Anticipated starting timeframe will be February 2025.

The Clerk of the Court/ Administrator for the Arizona Court of Appeals, Division One is an executive level position requiring an experienced leader with highly developed skills. The Clerk of the Court is responsible for preserving the official record of the court and provides administrative oversight for Division One's operations. The position oversees a staff of 18 and supports 19 Judges and their staff, 15 Staff Attorneys, and 2 Legal Administrative Professionals. The position is responsible for planning, directing, and evaluating operations of the Clerk's Office. The Clerk of the Court/ Administrator performs specialized duties and projects while ensuring operations comply with laws, regulations, and procedures.

### **Some of the essential duties include:**

- Hire, train, mentor, and coach staff.
- Manage and supervise the clerk's office and its employees.
- Develop and administer court policies and procedures.
- Help identify, plan for, and apply technological improvements.
- Screen cases for compliance by applying statutes, regulations, and court rules.
- Manage the processing of all court filings and related activities.
- Review and respond to public record requests.
- Oversee the preparation and processing of documents distributed by Division One.
- Analyze court statistics and provide statistical reporting to internal and external sources.
- Develop court calendars for case assignments.
- Oversee the preparation and administration of Division One's annual budget.
- Supervise bookkeeping and accounting practices in compliance with minimum accounting standards.
- Oversee the human resources department.
- Provide mentorship to other managers within Division One.
- Ensure compliance with changes to laws, regulations, and court rules affecting Division One's administration and operation of the court.
- Prepare press releases and statements.
- Liaise between Division One and other courts and agencies.

***Seeking an Experienced Manager and Leader***



### **Minimum Required Education and Experience**

- Bachelor's degree in court administration, public administration, business administration, business management, or similar field **and** a minimum of ten (10) years experience in progressively responsible positions in judicial administration, law, or business, seven (7) years of which must include management and supervisory duties; **or**
- A combination of education and experience demonstrating the knowledge, skills, and abilities to succeed at performing the duties outlined above.

### **Preferred Requirements**

- Master's degree, law degree, or ICM Fellow Certification

### **Benefits with the Arizona Court of Appeals, Division One include:**

- Accrued vacation pay and sick leave.
- 10 paid holidays per year.
- Health and dental insurance.
- Life insurance.
- Retirement plan.
- Long term disability insurance.
- Optional employee benefits include short-term disability insurance, deferred compensation plans, supplemental life insurance, and wellness programs.

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**APPLY TODAY**

## **SELECTION PROCESS**

Applicants must currently be authorized to work in the United States on a full-time basis. Only applicants whose backgrounds most closely meet the requirements of the position may be invited to interview. This is a regular, full-time, exempt position. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview.

## **HOW TO APPLY**

**Applications should be submitted here:** [Court of Appeals, Division One Careers](#)

**The first review date will be Friday, November 15, 2024. Position will remain posted until filled.**

**Applications must include the following:**

- Letter of interest addressing the qualifications for the position; and
- Comprehensive resume with at least three (3) professional references; and
- Writing sample – preferably unedited by others – not to exceed 10 pages.

**Applicants selected for interview will be required to respond to a written assignment before the interview.**

*The Court of Appeals, Division One is an Equal Employment Opportunity/Reasonable Accommodation Employer. Everyone is encouraged to apply and compete for jobs. If you require assistance at any stage of the application/exam process or during employment, due to an accessibility issue, please contact the Human Resources Department by phone at [\(602\) 452-6708](tel:6024526708).*



### **About the Court and the Clerk of the Court's Office**

The Arizona Court of Appeals was established in 1965. Division One is located in Phoenix and receives appeals from 8 of the 15 superior courts in Arizona as well as a number of administrative agencies.

The Clerk's Office supports the court by processing all incoming and outgoing documents as well as assisting the public, managing the court's calendar, and handling the administration tasks associated with the operations of the court. The Clerk's Office enters information in a timely and accurate manner into an in-house case management system and is the public face of the court. The court utilizes a wide variety of software applications, some of which are integrated with the court's case management system.