**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: March 08, 2019**

**Vacancy No: 038-19**

**Position Title: Court Training Specialist**

**Division / Section: Court/Administration**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Monday – Friday; Hours 7:30am – 4:30pm**

**Salary Range: $21.3387 Per Hour**

**Closing Date: March 22, 2019**

Actively supports and upholds the City’s stated mission and values. Under general supervision this is a highly technical position which will provide orientation, training and staff preparation for all courts throughout the county. The incumbent will provide training on the court automation system and on business practices at all levels of the court, oversee operations of the training center, and provide on-sight training at courts in various locations. The incumbent must maintain a working knowledge of current business practices and automation systems and be willing to continually update their knowledge through training and continuing education.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job has lead worker responsibility, coordinating training for court staff and monitoring the work of the trainees for accuracy.
* Budgetary: This job does not have budgetary responsibilities, but carries out day-to-day activities within approved budget.
* Strategic Planning: This job does not have strategic planning responsibilities, but carries out day-to-day activities in order to reach the stated goals and objectives.
* Policies/Procedures: This job has partial responsibility for policies and procedures at the program level assisting with developing, implementing, and interpreting the court’s policies and procedures.
* Compliance: This job has partial responsibility at the division level, ensuring compliance with the Supreme Court guidelines for judicial staff training as well as the Court’s policies and procedures.
* Council Communications: This job carries out day-to-day activities in accordance with Council’s adopted priorities and direction.
* Reporting: This job has partial responsibility for reporting to Federal/State/Local agencies at the program level. Gathers information, completes reports, and assists in addressing discrepancies in reporting for the following reports/agencies: Arizona Supreme Court.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Provide support to the courts in the correct and appropriate use of court automation systems.
* Identify and coordinate externally available training classes.
* Develop and present internal training programs for various information systems and applications utilized by the Superior Court, Clerk of the Superior Court, Justice Courts and Municipal Courts.
* Organize, plan and present training programs for various business practices utilized by the Superior Court, Clerk of the Superior Court, Justice Courts and Municipal Courts.
* Provide orientation training for new employees in basic desktop automation tools used by the Superior Court, Clerk of the Superior Court, Justice Courts and Municipal Courts.
* Provide, monitor, modify and evaluate on-site training to ensure operational effectiveness at the Superior Court, Clerk of the Superior Court, Justice Courts and Municipal Courts in both business practices and automation systems.
* Travel to remote court sites in Coconino County to train users, assist in problem resolution and facilitate automation implementation.
* Review and verify accuracy of data entry and user application procedures.
* Assists management to develop and maintain operational procedures that will guide and assist courts in using court automation software. Tests these procedures against existing software and enhancements to, or new versions of, that software.
* Assists in table data updates and developing materials to assist users in understanding the table data in the statewide court automation system.
* Maintain and provide oversight of the county court training center.
* Assists management in activities to determine court operational and functional requirements for statewide court automation efforts, including prioritization of enhancement recommendations.
* Assists management in preparation of automation and business practice training plans for court employees.
* Assists users in developing macros, reports, and forms on the court automation system.
* Participates on committees with external agencies and represents the courts on training and compliance initiatives.
* Serves as the County Training Coordinator, including tracking and reporting compliance of annual training requirements of all court employees in Coconino County.
* Other duties as required.

**MINIMUM REQUIREMENTS**

* Associate’s degree in Criminal Justice, Education, Business or Public Administration or related field.
* Three years of experience with court operations and training or education.
* Three years of experience in the Arizona court system with experience in developing court procedures, integrating court operations with court management software and technical support or automation training.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* Bachelor’s degree in Criminal Justice, Education, Business or Public Administration or related field.
* Comprehensive knowledge of the court system and rules and regulations pertaining to the court.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.
* Ability to travel to courts and training sites within Arizona.
* Ability to communicate orally and prepare written materials using a computer terminal and keyboard.
* Must pass background, criminal history, and fingerprint check.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Ability to read, analyze, and interpret common Arizona Revised Statutes, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
* Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
* Good working knowledge of court procedures, court rules and Arizona statutes and how they apply at the Superior Court, Clerk of the Superior Court, Justice Court and Municipal Court levels.
* Good working knowledge of the state’s selected software product(s) for court automation and Windows operating system.
* Good working knowledge of court operations, process, procedures and business practices of Coconino County courts at the Superior Court, Clerk of the Superior Court, Justice Court and Municipal Court levels.
* Excellent oral and written communication skills.
* Ability to provide highly responsible administrative and technical work performed independently with minimal supervision.
* Ability to work effectively with judges, administrators and court staff.
* Ability to organize complex, organization wide requirements into an orderly program of operations, and assemble and present program and project plans.
* Ability to apply adult learning theory in the development and facilitation of training programs.
* Ability to learn various software applications and plan, develop and implement training to transfer learned knowledge to others.
* Ability to understand in interpret policies and procedures as they relate to a particular assignment.
* Provides excellent customer service to both internal and external customers.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* While performing the duties of this job, the employee is regularly required to sit; use hands or fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl.
* The employee must occasionally lift and/or move up to 10 pounds.
* Vision requirements for this position include: close, distance, color, peripheral, depth perception, and ability to adjust focus.
* Working conditions include: occasional exposure to outdoor weather conditions.
* The noise level in the work environment is usually moderate.

**CLASSIFICATION INFORMATION**

* Range 9, B-2-5, FLSA non-exempt.

**TO APPLY ONLINE**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**