



Court Compliance Surveillance Manager

Department: Municipal Court

SUMMARY: Supervises and directs the Community Service Program. Conduct surveillance within the scope of the Municipal court, including monitoring defendants on supervised probation and/or in-home detention program. Assists defendants in meeting court ordered obligations through counseling and community service work. May assist the Court's uniformed police officer and provide court security. Supervision of lower level staff is a function of this position.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Conduct fieldwork to assure defendants' compliance with court orders; report to the Judge on compliance of work crew members during monthly court docket for defendants assigned to compliance court.

Supervise the Court Community Service Compliance Crew Leaders.

Perform specialized monitoring of defendants within the scope of the Municipal Court, including monitoring defendants on supervised probation and/or in-home detention program

Develop and teach the life-skills program for defendants.

Monitor defendants and provide assistance to unsupervised defendants encouraging successful compliance with orders.

Assist defendants in meeting court ordered obligations.

Refer defendants, victims and family members to local agencies that provide assistance and services.

Represent the Court at meetings and events within the City.

May attend courtroom proceedings.

May assist the Court's uniformed police officer and provide court security.

May be armed with a duty weapon (firearm), handcuffs and detain (handcuff) defendants and/or others as ordered by the presiding magistrate.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City Code; Occupational Health and Safety Administration guidelines; Code of Ethics and Judicial Conduct; Arizona Revised Statutes; Court practices and procedures.

Proper protocol and procedure for writing prosecution summaries, predisposition reports and assessments.

Electronic monitoring process including software.

Human and criminal behaviors and patterns.

Ability to communicate clearly, verbal and written.

Proficient in Court security procedures including use of x-ray machine and metal detectors.

Exercise initiative in the improvement of the Court and its procedures.

Adult learning principles and techniques.

Skill in:

Establishing and maintaining cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software; functioning standard office equipment; proficient typing and data entry; accurate cash handling and money management.

Assessing and prioritizing multiple tasks and demands; maintaining composure while working with irate or difficult individuals; working effectively under stress; meeting deadlines.

Interviewing, counseling and investigative techniques applicable to probation monitoring.

Applying adult learning principles and techniques.

Firearms and tactical training.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in Criminal Justice, Behavioral Sciences, Sociology or closely related field; and two (2) years paid full time experience in the criminal justice field; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Successful completion of:

- Arizona Supreme Court Certification for Court Security within one (1) year of appointment
- Arizona Supreme Court Probation Certification Academy within two (2) years of appointment
- Annual firearm qualification by AJPD firearms instructor
- Annual participation in AJPD tactical training

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in the field and in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. May be required to carry a duty weapon issued by AJPD, attend firearm training and tactical training with AJPD on a quarterly or annual basis.

Adopted: Apr, 2009

Revised: Nov, 2009; Nov, 2014; June, 2019; July, 2019