

DEPARTMENT: Superior Court Adult Probation Dept. Juvenile Court Clerk of Superior Court	DIVISION: ALL
RULE NAME: Judicial Merit Rules RULE: Announcements & Examinations RULE NUMBER: 4	DATE ADOPTED: March 1, 2002 DATE AMENDED: October 10, 2014 DATE AMENDED: February 25, 2016

RULE 4 - ANNOUNCEMENTS AND EXAMINATIONS

4.01 Job Announcements

- A. All court departments will use the Yuma County Human Resources Department and its guidelines to announce a position recruitment.
- B. The same information required for public job announcements will be required for internal promotion examinations. The announcements will be distributed to court and county departments and all reasonable efforts will be made to communicate with court and county employees concerning promotional opportunities. Promotional job announcements may limit the recruitment to employees of the superior court, or within a court department, or countywide.
- C. Job announcements for judicial officers including judges pro tempore and commissioners, will comply with the Administrative Orders of the Arizona Supreme Court and Superior Court in Yuma County.

4.02 Applications

A. Official Forms

All applications for positions in a court department will be on application forms approved by the Judicial Management Team.

B. Filing Applications

- 1. Applications for open competitive examinations must be filed on or before the final closing date specified in the announcement. Applications for open continuous examinations may be accepted at any time and examinations held as the appointing authority deems necessary for staffing within court departments.

2. The Appointing Authority may require applicants to furnish character references, evidence of education, proof of insurance, physical condition or other qualifications as may be deemed necessary according to the job requirements. Such evidence will be furnished by the applicants at their own expense.
3. Applicants will be required to furnish evidence of proof of citizenship or authority to work in the United States and evidence of identity pursuant to the Immigration Reform Act of 1986.

C. Qualifications

Applications for open competitive examinations will be open to all who meet the minimum age requirement of the applicable Arizona Revised Statutes, the qualifications and standards provided in the official class specifications and job announcements and provisions of these Rules. All Applicants must possess necessary qualifications to perform successfully the essential job tasks of the position. In no case will admittance to the examination process constitute assurance of a passing rating on either qualifications or evaluation of training and experience.

D. Temporary Waiver of Educational Requirements

1. Any applicant who does not meet the minimum educational requirements for the position, but who will meet these requirements as a result of the completion of further scheduled education for the then current school term, may be allowed to take the examination. Successful applicants taking the examination under this provision will have their names entered on the register in the same manner as the other successful applicants, and their names may be certified for appointment. If appointed, they must furnish the Appointing Authority acceptable evidence of their qualifications before the effective date of appointment. Failure to complete the required education will cause the removal of the applicant's names from the register or the cancellation of their appointment.
2. No other requirement for examination or appointment may be waived without the approval of the Presiding Judge, or in the case of the Juvenile Court, the Presiding Juvenile Judge.

E. Disqualifications of Applicants

The Appointing Authority may refuse to examine applicants, or after examination, may disqualify such applicants or to remove their names from the register or refuse to certify applicants on a register, or may consult with the Presiding Judge in taking steps to remove persons already appointed if it is found that applicants:

1. Do not meet any one of the preliminary requirements established for the examination for the class of the position; or
2. Are unfit for performance or unsafe to themselves or other employees or the public in performing the regular duties of the class; or uses drugs, narcotics or alcohol, whether illicit or prescription, to an extent that renders them unfit for performance or unsafe to themselves or other employees or the public, in performing regular duties of the class; or
3. Have made a false statement of material fact in the application or during the interview process; or
4. Have used or attempted to use political pressure or bribery to secure an advantage in the examination or in the appointment to a position in a court department; or
5. Have directly or indirectly obtained information regarding the examination to which, as an applicant, they were not entitled; or
6. Have failed to submit an application correctly or within prescribed time limits; or
7. Have taken part in the compilation, administration, or correction of the examination for which they are applicants; or
8. Have previously been dismissed from a position in the court service for cause; or
9. Have been convicted of a felony or misdemeanor which involves conduct prejudicial to the administration of justice that brings the court service into disrepute; or
10. Have been convicted of any crime involving the use of narcotics, habit-forming drugs, or paraphernalia; or
11. Are charged with or under indictment for any crime which upon conviction would cause denial of eligibility under this rule; or
12. Is known to engage in behavior which is in conflict with the law, philosophy or goals of the court, or which would tend to place the individual or the court in a position of compromise, embarrassment, undue criticism, or loss of public credibility; or
13. Who otherwise have willfully violated the provisions of these rules.

4.03 Nature of Examination

A. Content and Nature of Examinations

Examinations should be designed to reveal the job related traits, abilities and capacity of the applicant for the particular type of work usually assigned to the class of position for which the applicant is being examined. Such examinations may include but are not limited to: (Amended October 10, 2014)

B. Objectivity of Ratings

All examinations, evaluations, rating and other selection devices or items will be rated impartially and as objectively as possible.

C. Open Competitive Examinations

Open competitive examinations for employment with a court department will be conducted for all applicants who meet the minimum and/or special requirements for examinations.

D. Employee Examinations

All applicants will be required to meet the qualifications and standards in effect at the time of application. Promotional examinations will be conducted on a competitive basis.

E. Oral Examinations

When an oral examination is part or all of the examination process, the oral examination will be conducted using a proposed rating made by a panel of two or more qualified individuals selected by the Appointing Authority. Any member of an oral examinations panel who is related to an applicant being interviewed, or who has any possible conflict of interest with the applicant, will request disqualification as a panel member.

4.04 Evaluating Results and Rating Examinations

In any examination, the minimum rating or standing through which eligibility on a register may be earned will be determined by the Yuma County Human Resources Department or Court Human Resources. Such final rating shall be based upon a weighted average of the various parts of the examination process.

4.05 Reference Checks and Investigations

Individual court departments will conduct reference and background checks of an individual applicant's education, work history, and personal background as related to specific job requirements and standards relative to court employment. If the results of these checks and investigations reveal information which would disqualify an individual for court employment or disqualify them from the position for which they are applying, the Appointing Authority may request Yuma County Human Resources to remove that applicant's name from eligibility.

4.06 Notice of Examination Results

Applicants will receive written or oral notification of examination results at the conclusion of the examination process unless otherwise specified in the job announcement.

4.07 Administrative Review

The Appointing authority will provide an administrative review of an applicant's training, experience, and/or oral board score or rating or disqualification, if any, upon written request from the Applicant stating the reasons therefore. Such requests must be received within fifteen (15) calendar days from the applicant's notification of examination results.

4.08 Examination Records

Appointing Authorities are responsible for maintenance of all records pertinent to selection and examination programs. Applications and other records will be kept during the life of the register as long as may be required by law.