

<b>DEPARTMENT: Superior Court Adult Probation Dept. Juvenile Court Clerk of Superior Court</b>	<b>DIVISION: ALL</b>
<b>RULE NAME: Judicial Merit Rules RULE: Classification Plan RULE NUMBER: 13</b>	<b>DATE ADOPTED: March 1, 2002 DATE AMENDED: February 25, 2016</b>

## **RULE 13 - CLASSIFICATION PLAN**

### **13.01 Nature:**

- A. The classification plan, as approved by the Presiding Judge, includes each class of positions, an appropriate title and a class specification.
- B. From time to time as necessary, the Presiding Judge may establish new classes and divide, combine, alter or abolish or re-classify existing classes or positions based upon the recommendation of the Judicial Management Team.
- C. Any court employee affected by a change in classification specification may file a written request for a review by the Judicial Management Team.

### **13.02 Interpretation of Class Specifications**

#### **A. Nature and Interpretation of Class Specifications**

Class specifications (job descriptions) are descriptive and explanatory; and are not restrictive. They are designed to indicate the kinds of positions which should be allocated to the several classes as determined by their duties or responsibilities. The language of class specification is not intended to be inclusive or restrictive and is not to be construed as limiting or modifying the authority which agencies have to take from, add to, eliminate entirely, or otherwise change duties and responsibilities, assign duties, or delegate responsibility to employees or direct and control their work. Material and permanent or indefinite changes in the duties and responsibilities of a position must be reported to the Judicial Management Team.

#### **B. Minimum Qualifications**

Minimum qualification are comprehensive statements of the minimum requirements as to education, experience and other qualifications which will be required in all cases to meet statutory requirements or to determine an applicant's ability to perform the work properly.

1. To the extent permitted by law when minimum qualifications are increased, the educational requirements will not disqualify incumbents of a class series. All subsequent applicants of the class must qualify under the changed minimum requirements.
2. Although not expressed in the class specification, all persons applying for or holding any position in the classified service will be required to meet the following general qualifications: integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume and fulfill duties and responsibilities of employment.
3. Where the position requires the driving of a motor vehicle, the applicant or employee must have a valid Arizona operator's license, minimum liability insurance per state law, and is expected to drive the motor vehicle safely.
4. The foregoing general qualifications will be deemed to be part of the minimum qualifications of each class specifications, and need not be specifically set forth herein.