

DEPUTY COURT ADMINISTRATOR

POSITION SUMMARY: Under the general supervision of the Court Administrator performs a variety of high-level administrative and support functions related to the daily operations of the court. Coordinates, monitors, and manages case flow, and processes and maintains financial transactions. Supervises staff responsible for processing traffic, civil and criminal cases as well as accounting and probation services. Collects and verifies data for processing and producing numerous reports.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Court Administrator and/or Judge(s).

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Coordinates the processing of traffic, civil and criminal proceedings. Assesses operations, staffing levels, and equipment and supplies. Makes recommendations for improvements and implementing changes.
2. Supervises, oversees, trains, and coordinates the work of departmental personnel to facilitate the daily functioning of the department. Assigns work, evaluates performance, mentors, and oversees training and professional development. Serves as back-up for all personnel on an as-needed basis.
3. Establishes and maintains concise and comprehensive filing and records systems. Assembles and verifies data processing and generates numerous reports as required to comply with all applicable rules, regulations and laws.
4. Prepares, processes and ensures accuracy of various paperwork, lists, forms, and legal documents to ensure the efficiency of the Court and case processing.
5. Receives, screens and distributes correspondence to appropriate individuals.
6. Investigates and addresses inquires and complaints made by citizens, businesses, or other personnel. Follows up on corrective actions and ensures that replies are provided.
7. Assists in the preparation of the Court budget, and participates in contracting and purchasing activities in accordance with established budgetary, and purchasing policies and procedures. Engages in accounting activities such as reconciling statements, making deposits, and other similar activities.
8. Keeps abreast of new developments in the field, new techniques and current legislation and issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
9. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A Bachelor's degree in business administration, court administration, or a related field.
- B. Five or more years experience in a court setting with a minimum of two years supervisory experience.
- C. Certification as a Court Recorder.
- D. Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration, public relations, and project management.
- E. Demonstrates knowledge of laws related to processing traffic, criminal, and civil cases.
- F. Demonstrates knowledge of the structure, policies, procedures, and regulations of court administration.
- G. Considerable knowledge of general office operations, court procedures, and clerical procedures and practices.
- H. Demonstrates proficiency in the use of computers, office equipment and software. Effectively uses Microsoft Outlooks, Word, and Excel and has the ability to quickly learn other computer software applications as necessary.
- I. Possesses the ability to effectively train others and assign, coordinate, and evaluate the work staff.
- J. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with superiors, associates, subordinates, other City employees, other organizations, and the public.
- K. Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
- L. Ability to convey and understand information effectively and promptly through speaking, hearing, reading and writing. Communicates effectively and presents ideas orally and in writing for varied audiences.
- M. Demonstrates the ability to critically assess situations, solve problems, and work effectively with deadlines, and changing work priorities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit, use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office and Court setting. The noise level in the work environment ranges from quiet to moderately quiet.