

CITY OF GLADSTONE POSITION DESCRIPTION

Class Title:	Court Administrator	Range Number:	43
Department:	Administration	FLSA Status:	Non-Exempt Supervisory Non-Represented
Division:	Municipal Court	Date:	April 2022

GENERAL STATEMENT

Responsible for the Municipal Court functions. Ensures compliance with all regulations; promotes excellence in customer service; and provides efficient and effective court operations including scheduling of staff, work assignments, training, procedure development and performance evaluation.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

Provides supervision of the Court Clerk and direction to Court Security, Indigent Defense Attorneys and the City Prosecutor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the planning, development, coordination and implementation of procedures for the efficient/effective court operations in accordance with state statutes, laws and ordinances.

Complies with established procedures and policies regarding records management.

Plans, organizes, coordinates and assigns work to the Court Clerk; reviews work performance of court staff for compliance with department rules and regulations.

Performs periodic performance evaluation and conducts planning sessions for assigned personnel; coordinates staff professional development and supervises their training.

Responsible for the general conduct and behavior of assigned personnel; recommends discipline and processes grievances.

Provides instructions to the office staff on activities related to the implementation of court rules, state statutes, local ordinances and local court policies.

Implements programs designed to achieve objectives of the Municipal Court

Provides information and responds to issues or complaints involving court operations.

Recommends changes in office procedures and provides assistance to other staff as workload and staffing levels dictate.

Contracts with individuals for court required services; authorizes payments to contractors and consultants.

Evaluates situations and issues, makes independent decisions, assesses fines and fees, updates processes and procedures, and coordinates court matters with the Judge, Prosecutor, defendants, defense counsel, Police personnel and witnesses; directs Court Security and manages the jury panel.

Performs criminal court administration - updates criminal case files, criminal histories and DMV records, prepares, certifies and recalls warrants; processes appeals; performs jury management, scheduling and calendaring.

Interacts with the public and handles confidential information with discretion. Answers a variety of questions about court transactions in person and on the phone.

Manages the court information system including maintenance and updates; provides lead role in development and implementation of enhancements and improvements to the system; utilizes computerized court system to track and document court decisions.

Processes court transactions - receives, records and deposits cash receipts and bonds; processes refunds as appropriate.

Processes requests, motions, extensions, resets and changes of plea through close contact interaction with local trial defense attorneys, defendants or the contracted City Attorney.

Maintains the court docket; acts as courtroom clerk and assists Municipal Judge with court sessions. Coordinates prisoner transports with Police and jail.

Prepares a report on overdue/uncollectable cases for processing by an outside collection agency. Monitors collections cases, and if necessary, sends to the Department of Revenue for collections. Runs reports on old cases to re-sanction driver's licenses for nonpayment.

Performs highly accurate filing and file maintenance of upcoming trial documents; locates files in support of court arraignment and trials; prepares court documents and files for upcoming trials.

Prepares end-of-month and periodic reports. Develops or supervises the development of reports that accurately track court statistics.

Maintains accurate computer records in LEDS and monitors and updates training for all LEDS certified court employees.

Maintains accurate computer records in CJIS and monitors and updates training for all CJIS users.

Maintains the court website.

Provides budget recommendations to the City Administrator, monitors the court budget and provides explanations of variances.

Attends meetings, conferences, workshops, and training sessions. Reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

Maintains work areas in a clean and orderly manner and performs other duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Graduation from high school or GED and 5 (five) years of increasingly responsible criminal court or paralegal work experience, two (2) years of which were in a supervisory or lead capacity.

Bilingual in Spanish is desired.

Special Requirements:

Certification as a Notary Public for the State of Oregon.

Law Enforcement Data System (LEDS) certified or must become LEDS certified within 60 days and become the LEDS representative for the court within 60 days.

Must successfully pass a criminal history background check.

Must be able to pass the department's security clearance standards for unescorted access to certain City facilities, including review of driving record.

Knowledge, Skills & Abilities:

- Thorough knowledge of the principles of supervision and leadership within a municipal court environment.
- Working knowledge of municipal court operations and terminology.
- Working knowledge of motor vehicle laws and other City/State laws related to infractions and misdemeanors within the purview of the Municipal Court.
- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures.
- Working knowledge of governmental budgeting and accounting principles/practices including cash handling.
- Working knowledge of data compilation; computer and related software applications.

- Knowledge of citation processes and procedures.
- Skill in operating listed tools and equipment.
- Ability to exhibit leadership to co-workers, serve as a role model for accomplishing City's vision and goals and to create an environment in which employees are focused on producing excellent quality results.
- Ability to provide direction and set standards for excellence in internal and external customer service and to effectively supervise staff.
- Ability to plan and organize daily work and perform effectively during times of changing priorities.
- Ability to promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Ability to deal professionally with frequent interruptions while still meeting deadlines.
- Ability to exercise sound, independent judgment and maintain confidentiality.
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to deal tactfully with the public and deal with upset individuals in a professional manner
- Ability to establish and maintain positive cooperative working relationships with City staff, other organizations and the general public.
- Ability to use logical and creative thought processes to develop solutions.
- Ability to prepare and present accurate and reliable reports and correspondence containing findings and recommendations.
- Ability to perform arithmetic computations accurately and quickly.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; central court platform; 10-key calculator by touch, standard office equipment and communication devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an average employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to stand, talk and hear. The employee is occasionally required to walk, climb stairs, crouch, bend and kneel; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Weekly lifting, moving and carrying of objects over up to 20 lbs.

Specific vision abilities required by this job include close vision and the ability to adjust focus. Regular focus on a computer screen for prolonged periods and daily use of a keyboard. Occasionally dealing with distraught or difficult individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in a standard indoor office and courtroom setting. The noise level in the work environment is usually quiet. Employee will be required to deal tactfully with the public and deal with upset individuals in a professional manner.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: 4/2022