

CITY OF TOPPENISH
Class Specification

Title: Court Administrator

Department: Municipal Court

FLSA Status: Exempt

Reports To: Presiding Judge

Effective Date: November 2, 2009

General Summary

This is an administrative and supervisory position responsible for developing, implementing, and administering non-judicial functions and daily operations of the Municipal Court. The person occupying this position supervises the court clerk positions. Work may be varied in nature, but often follows prescribed procedures. Assignments may be repetitive. Requires independent judgment and organizational skills. This position must maintain a high degree of confidentiality.

Controls Over the Work

Under the supervision of the presiding Municipal Court Judge and within the governing framework of state statutes and local ordinances. Work is reviewed periodically for accuracy and conformance to standards by state audit and others.

Essential Functions/Major Responsibilities

Responsible for planning, directing, implementing and managing the daily judicial personnel court functions.

Responsible for keeping informed of and managing changes due to updates in legislation or court rules that directly affect the clerical operations of the court.

Plan, assign and review the work of the court clerks which includes: training, supervising, conducting employee performance appraisals, disciplining court clerks subject to approval by the presiding judge and approving time cards.

Perform clerical operations of the court, including management of case flow, correspondence related to court functions, and compilation of various reports as required;

Responsible for accounting of all funds received and disbursed as required by statute;

Responsible for managing court budget including budget preparation, overseeing payments and expenditures.

Responsible for the maintenance, retention and disclosure of records and documents; prepare responses to requests for copies of records of court proceedings and other court records;

Act as liaison to outside agencies and the public on policies, procedures and rules adopted by the court;

Prepare the court calendar;

Arrange for pro-tem judges as needed;

Schedule and coordinate jury trials, summon jurors and notify litigants of schedule;

Manages time payments for fines and court costs, monitor payments and take action to collect delinquent payments in accordance with court policy; receive and monitor cash bail and bail bonds;

Maintain equipment necessary for court functions in proper working order, including internal court information technology requirements, recording equipment, and printers; and in so doing enter, update, retrieve and process computer data;

Respond to inquiries from the public and other agencies and attorneys, and initiate correspondence and other communications as necessary;

Process commitments, releases and referrals of defendants;

Process warrants, citations, subpoenas and other legal documents;

Monitor case disposition for compliance with court orders;

Ensure Presiding Judge is kept up to date with functions of the court.

Perform other duties as directed by the Presiding Judge as necessary to administer the non-judicial functions of the court and manage its daily operations.

Secondary Functions

Prepare accounts for collection agencies.

Prepare a variety of monthly reports.

Perform other related duties as assigned.

Job Scope

Position encounters recurring work situations with occasional variations from the norm. Job involves a moderate to high degree of complexity and/or difficulty as a result of working and complying with a variety of state laws, regulations and guidelines. Usually operates from specific and definite directions and instructions. Job tasks are usually performed independently with minimal supervision. Errors in work or judgment may result in a complaint or suit filed against the city. Decision-making is done within prescribed departmental operating guidelines.

Supervisory Responsibility

Job includes full supervisory responsibilities.

Interpersonal Contacts

Contacts are normally made with others both inside and outside of City government. Most contacts are made verbally and are on a face-to-face basis. Contacts are normally with attorneys, police department staff, defendants, witnesses, collection agencies, treatment centers, and other jurisdictions. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Contacts are usually made on own initiative.

Specific Job Skills

- Knowledge of court operations including: policies, procedures and laws pertaining to the operation of courts, thorough knowledge of the principles of administration, planning, supervision and organization.
- Knowledge of court management, as well as state and local laws pertaining to court administration.
- Knowledge of general office procedures;
- Knowledge of general budget and accounting concepts;
- Ability to utilize specialized Judicial Information System (JIS) software, required
- Ability to operate a wide variety of office equipment such as personal computers, telephones, copiers, fax machines, postage meters, and 10-key calculators.
- Ability to communicate information to a diverse population group in a manner that presents a positive image of city government operations.
- Working knowledge of legal language and legal procedures;
- Possess strong interpersonal skills, telephone etiquette, the use of discretion in all contacts, and the capacity for teamwork.
- Mental activities include decision making, applying interpersonal and customer service skills, use of discretion and participating in a team environment.

- Written and verbal Spanish skills are desirable but not required.
- Physical activities require sitting, talking, reaching, hearing, handling, and grasping, repetitive motions of hand/wrists, keyboarding and walking.
- Job may require lifting or carrying up to twenty pounds.

Education and/or Experience

Bachelor’s degree in Court Management, Business Administration or related field with a minimum of three years of progressively responsible work experience in court administration and clerical work applying knowledge of court rules, regulations, policies and procedures.

Relevant professional court management experience may substitute year for year for education requirement.

Job Conditions

Position performs extensive computer work. At times, deals with difficult customers who are intoxicated, disorderly, irate, etc. Position requires long periods of standing. Some overtime may be necessary.

APPROVAL:

City Manager

Date