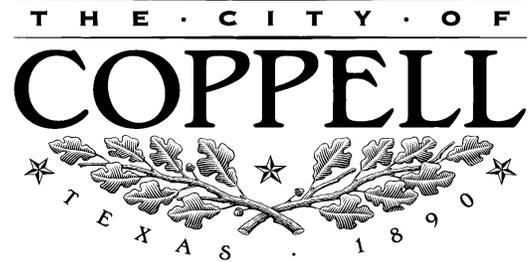


Position: Municipal Court Administrator

Status: Exempt

Rev. Date: January 1, 2011

Level: 3



JOB DESCRIPTION

Basic Function

The Municipal Court Administrator is in charge of all functions and legal processes of the court. This employee is responsible for the general supervision of the Municipal Court personnel, which includes establishing and enforcing policies and procedures. This position also includes preparation and administration of the Municipal Court budget.

Essential Job Functions

- Schedule and administers all activities and processes of the Municipal Court.
- Perform personnel duties such as selection, training, discipline, and performance evaluations.
- Responsible for development and maintenance of court records.
- Responsible for all court reports.
- Prepares and administers Municipal Court budget.
- Oversee collection, posting, and deposit of all fines, costs, fees, and bond payments.
- Interface with prosecutors, defense attorneys, jurors, police officers, and witnesses as necessary to streamline court docket and related issues.
- Carry out requirements of Municipal Court Judge insofar as judicial issues are concerned.
- Edit all written communications originated by the Municipal Court department.

- Administer and support all City policies and procedures, including the City's positive commitment to diversity issues.
- Approve timesheets, leave, travel, etc. for Municipal Court staff.
- Act as liaison to Municipal Court Association and representative for legislation affecting Municipal Court.
- Perform all other related duties as assigned or requested.

Technical Competencies

Knowledge and ability to correctly apply professional/specialized expertise; skillfully manage information; properly use tools, equipment and technology; effectively allocate resources; proactively identify and resolve issues; consistently make sound decisions; correctly execute policy processes and procedures; strictly adhere to/enforce safety polices; consistently produce quality results; proactively plan and organize; consistently provide exceptional customer service.

Human Competencies

Motivation of Self & Others: We demonstrate a core desire to serve the Public and the Organization through our commitment, passion, initiative and drive.

Leadership of Self & Others: We motivate, inspire and influence others to strive towards excellence by being participatory, positive, accountable, team focused, influential in goal achievement, and empowering.

Service –Oriented: We behave in a friendly and professional manner centering on a desire to address the needs of internal and external customers while respecting their rights and dignity by being people-oriented, helpful, understanding and compassionate.

Trustworthy: We earn the confidence of others by demonstrating both the character and the competence to fulfill our obligations with both integrity and honesty along with ethical, credible behavior.

Relational: We establish trust, cooperation, mutual respect and support with an objective to improve relationships by valuing diversity and being diplomatic/tactful, cooperative, empathetic, broadminded, flexible, respectful and compassionate/caring.

Communication: We exchange information and ideas in a manner which results in mutually supported decisions for the greater good by sharing thoughts & feelings, and through persuasiveness, assertiveness, empathic listening, conflict resolution and deliberating/debating.

Emotional Maturity: We demonstrate the ability to manage and monitor our emotions and to assess the emotional state of others by understanding stress management, balance and consistency.

Development of Self & Others: We are committed to improving the knowledge, skills, personal qualifications and performance of ourselves and others through mentoring, coaching, counseling/discipline, delegation and self-development.

Conceptual Competencies

Organizational Awareness: We are aware of the Organization's structure and culture for how we do business by understanding organizational structure, departmental impact on organization, interdepartmental relations, organizational culture, organizational development and leadership style.

Global Awareness: We stay informed of critical global issues and trends that may impact the Organization by understanding international perspectives (*does not apply to level 3*), intergovernmental relations, political awareness, media/public relations and legal implications.

Community Awareness: We have a sense of the community's culture and its impact on service delivery by understanding purpose of service, citizen/stakeholder expectations, demographics and branding.

Professional Insight: We thoroughly understand our particular professions and apply the principles and ethics required in the professions' service delivery by applying principles, professional ethics and by understanding futuring/profession trends, legal implications and resource planning.

Innovation: We successfully implement ideas that improve and/or add value to service delivery through creative thinking, risk taking, continuous improvement and by being quality minded and a change agent.

Critical Thinking: We actively and skillfully conceptualize, apply, analyze, synthesize, and evaluate information to reach a sound answer or conclusion by understanding issue/problem identification, analysis, consequences, and by balancing decision factors.

Visioning: We create the future direction of the Organization and understand the efforts and processes needed to achieve it through strategic planning, goal setting, policy development, mission/values and council direction.

Skills/Abilities

The Municipal Court Administrator must have the ability to provide training, leadership, and guidance to Municipal Court personnel, as well as the ability to perform detailed tasks accurately and to organize and prioritize work activities. The Administrator must have the ability to deal courteously and diplomatically with the general public, elected officials, and city staff as well as to communicate efficiently orally and in writing using the English language. This position requires the ability to operate general office equipment such as telephones, fax machines, copiers, keyboards, calculators, et cetera. The ability to assess a situation, remain calm and respond appropriately is paramount.

Physical Requirements

In order to successfully perform the daily tasks of this position, the employee needs to be able to: lift and carry various objects and equipment weighing up to 40 pounds for a distance up to 10 feet; exert a pull/push force up to 40 pounds; and employ various static and dynamic postures such as standing, walking, forward and overhead reaching, handling (gripping & grasping), fingering, turning, talking, hearing, near and far acuity, depth perception, peripheral and color vision, sitting, squatting, kneeling, bending, stooping, twisting, balancing, climbing ladder/stairs, and bending.

Knowledge

The Municipal Court Administrator requires knowledge of court functions and procedures and general accounting and bookkeeping practices and methods. This employee must also have a working knowledge of computer software, budget preparations and general administration duties.

Experience

The Municipal Court Administrator requires a minimum of three to five (3-5) years of experience as a court clerk with two (2) years minimum of supervisory experience. High School diploma or educational equivalent is required, but college is preferred. Bilingualism is also desired.

Working Environment

The Municipal Court Administrator performs job duties indoors. Security measures are in place due to the responsibilities performed by the court. The environment may include abrasive or upset customers. This position requires occasional travel for meetings and conferences.

Reporting Relationship

The Municipal Court Administrator reports directly to the Director of Human Resources and Administration and indirectly to the Deputy City Manager.

In accordance with the ADA, the City of Coppel is willing to consider any reasonable accommodation.