

**JOB DESCRIPTION**

**JOB TITLE:** COURT ADMINISTRATOR

**DEPARTMENT:** Municipal Court

**REPORTS TO:** City Attorney and Municipal Judge(s)

**Summary:**

The court administrator is appointed by the judge(s) of the court and will serve at the will of the judge. The administrator has administrative responsibility for all non-judicial functions of the court and plans, implements and manages the daily operations of the court. Work involves short and long-term planning; budget preparation and administration; and public relations/liaison.

**Essential Functions:**

1. Plans, organizes, coordinates and manages the non-judicial operations of a municipal court; advises and assists subordinates as necessary and provides for their training; make staff appointments; reviews and supervises work of subordinate supervisory staff; conducts the evaluations of employees in conjunction with subordinate supervisory staff.
2. Develops, recommends and implements approved municipal court goals, policy statements, operating plans, methods and procedure improvements; prepares resource requests, management reports and conducts staff meetings; develops the annual Municipal Court budget request and administer the approved budget.
3. Provides for ongoing liaison with other City departments, local and state government officials, private organizations and the general public concerning Municipal court non-judicial operations.
4. Directs, monitors and reviews the timely collection and disbursement of all fines and court fees in conformance with state statutes.
5. Directs, monitors and reviews the Municipal Court functions of case flow, records management, juror utilization and facilities.
6. Requisitions and purchases supplies and equipment; arranges appropriate maintenance services for the repair of equipment.
7. Directs, monitors and reviews the maintenance of personnel, payroll, vacation, sick leave, overtime records.
8. Maintains necessary records and prepares required reports.
9. Develops and oversees compliance of performance standards.
10. Handles confidential judicial matters.

**Peripheral Functions:**

Fills in as needed in clerical positions for temporary absences and overload situations.

**Skills, Knowledge and Abilities:**

1. Thorough knowledge of court procedures and policies, case processing, work related laws and codes, and legal terminology.
2. Thorough knowledge of principles of administration, planning, supervision and organization.
3. Considerable knowledge of local, state, federal laws and regulations that apply to personnel management.
4. Considerable knowledge of the literature, developments and trends in the field of court administration.
5. Ability to plan, delegate, coordinate and improve the work of the Municipal Court; ability to motivate subordinate employees; ability to identify needs, develop long-range plans and to evaluate outcome.
6. Must possess a broad base of knowledge and extensive experience with software and personal computer applications.
7. Experience in a court environment using a major data management system to process workload.
8. Ability to establish and maintain effective working relations with subordinates, public, private, and union officials, other Municipal court employees and the public.
9. Knowledge of managing in a union environment.
10. Must be well organized with effective management and team building skill and be able to work independently under pressure.

**Education and Experience:**

A bachelor's degree in judicial, public or business administration, plus two years experience as a criminal justice manager or administrator or;

ICM (Institute for Court Management) Degree in conjunction with a bachelor's degree plus two years experience in a professional management position in the justice system or;

Eight years experience as an Assistant Administrator, Department Head, or equivalent in a Municipal Court environment or;

Any combination of related college work and experience as Court Clerk, Department Head or equivalent substituted on a year-for-year basis.

Note: An ICM degree will be considered the equivalent of two years experience.

**Other Conditions of Employment:**

Keep informed of criminal justice trends through the completion of a minimum of twenty-one (21) hours of court related education annually.

**Physical Requirements:**

Requires the occasional lifting of boxes and other materials weighing up to 50 pounds.

**Working Conditions:**

Work is performed primarily in an office or courtroom environment. A physical hazard may occur from agitated defendants awaiting trial, or during trials or hearings, as well as from the general public.

**OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.

**Are you able to perform the essential functions of this job with or without accommodation?**

Yes \_\_\_ No \_\_\_

**If testing is required, will accommodation be necessary?**

Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**