



CITY OF ELOY, AZ JOB DESCRIPTION

TITLE:	Court Administrator	JOB CODE: 1204
EFFECTIVE:	July 1, 2014	FLSA: Exempt

Summary: Under limited supervision, performs and directs all administrative support functions of the Municipal Court.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises Court staff; sets work priorities; monitors work and assigns tasks; schedules, trains, cross-trains and instructs court staff; develops staff skills and evaluates work performance.
- Makes recommendations for all hiring, discharges and disciplinary measures of court staff.
- Assists Judge in court case management; maintains professional and appropriate courtroom decorum in the Municipal Court; assures readiness of court, prior to Judge taking the bench; serves as interpreter (English/Spanish) as required.
- Serves as bailiff and courtroom clerk as required; calls court to order and assures presence of all parties and witnesses; maintains order in the court; escorts and communicates with jurors as directed; calls and escorts witnesses to court; assures removal of clothing, contraband and other articles from courtroom hearings according to policy.
- Prepares statistical and analytical reports of court activities, operations and revenue; processes accounting and financial transactions in compliance with all applicable rules and regulations.
- Maintains detailed bookkeeping and accounting records for payments received by the court for fines, bonds and forfeitures; balances the receipts and forwards copies to designated agencies; reviews and verifies accounting records.
- Coordinates court calendar; types docket entries; responds to inquiries regarding court cases; maintains record of court procedures; receives and sends information to and from other agencies.
- Inputs a variety of court transactions including new citations and court docket entries, creates case files and prepares cases for court.
- Assists customers and callers regarding court procedures, payments, citations, and warrants; responds to questions on court procedures within scope of authority.
- Maintains court records and charges filed in court cases, and the disposition of each charge.
- Prepares summons and trial subpoenas.
- Works with Presiding Magistrate in preparing the Court budget; administering the budget; tracks expenditures; maintains and follows procurement procedures; develops and implements procedures for monitoring and coordinating the acquisition and maintenance of supplies, equipment and facilities.
- Takes pleas and issues fines regarding civil traffic citations

- Maintains the absolute confidentiality of all records and information.
- Attends mandatory training and seminars
- Maintains the integrity, professionalism, values and goals of the City by assuring that all rules and regulations are followed, and that accountability and public trust are preserved
- Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of City policies and procedures.
- Knowledge of Arizona court procedures, policies, protocols, rules, regulations and technical requirements for court operations and case processing.
- Knowledge of Judicial Codes of Conduct and implementation
- Knowledge of the principles and protocols for the management of official documents and court records.
- Knowledge of Arizona court accounting systems, rules and standards.
- Knowledge of legal terminology and business English.
- Knowledge of the principles of record keeping and records management.
- Principles and practices of administrative management
- Principles and practices of effective employee supervision

- Skill in interpreting and applying court standards and procedures, applicable state rules and regulations, and City policies and procedures.
- Skill in preparing clear and comprehensive written and statistical reports.
- Skill in explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public.
- Skill in dealing tactfully and courteously with individuals seeking information about Court functions.
- Skill in using mathematics and maintaining accurate records.
- Skill in public relations and customer service.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in establishing and maintaining cooperative working relationships with judges, attorneys, law enforcement agencies and other participants in the criminal justice process.
- Skill in effective communication, both verbal and written.

Minimum Qualifications:

Experience: Five years of highly responsible experience in the administration and management of a Court system, preferably in a municipal court, including a minimum of two years at the management level.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, public or business administration OR a degree related to the core functions of this position.

Special Requirements:

Required to maintain an appointment as Civil Traffic Hearing Officer. Must possess State of Arizona Driver's license; successful completion of a background investigation and polygraph is required. Bilingual skills (English/Spanish) may be required.

Must complete 16 hours of COJET (Arizona Committee on Judicial Education and Training) annually.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, attorney, other court staff, judges, suppliers, other public jurisdictions, various external organizations and the general public
- Perform Civil Traffic Officer functions as necessary
- Prepare and monitor budgets, including accounts receivable and payable
- Supervise the work of subordinate staff
- Establish and maintain various manual and automated records and filing systems
- Make decisions, maintain composure and work effectively under stressful conditions.
- Analyze, appraise and organize facts and evidence and present material in a concise and logical manner
- Communicate effectively, both orally and in writing
- Assess and prioritize multiple tasks, projects and demands
- Operate a personal computer utilizing a variety of business software
- Maintain strict confidentiality