



COURT ADMINISTRATOR

Department:	Magistrate Court	Class Code:	24
Reports to:	Presiding Magistrate	FLSA Status:	Exempt

GENERAL PURPOSE: Under limited supervision, performs or directs all administrative support functions of the Magistrate Court.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

- Performs public contact work; disburses fine allocations, bonds, restitution and other fees.
- Manages the preparation of case files, records and supporting documents for court action; reviews case files and materials for completeness prior to court proceedings; files and docket pleadings in court files.
- Ensures all proper procedures, policies and operations of the Court to maintain integrity with statutes, case law and rules.
- Verifies daily banking reports; runs banking reports and Allocation of Fines and Fees report; matches banking report to daily banking journals; makes deposits to general and bond accounts; processes incoming mail dealing with returned checks, insufficient funds and billing.
- Runs various reports; performs various financial reconciliations.
- Sets policy for case management, calendaring, docketing, records management, collection program, jury management, bond schedule, local fines, training, security, facilities, statistics, motions and related areas.
- Supervises Court staff; sets work priorities; plans, directs and coordinates all support functions.
- Performs staff hiring, promotion, transfer, discharges and disciplinary measures.
- Works with the Presiding Magistrate in preparing the Court budget; administers 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.
- Issues checks to victims for restitution payments; verifies all restitution payments; reads sentencing documents for possible updates when restitution is paid in full.
- Prepares certificate of Bond Exoneration for Bonding agencies or prepares checks for the Bond Poster; tracks bonds and reconciles; updates defendant bond schedules; updates bond schedule for the Town website.
- Allocates checks; docket the event; posts payments; views checks; post printed checks.
- Establishes measures to improve case flow; promotes the use of automation; implements new administrative legislation affecting the Court.
- Works with the Presiding Magistrate with short and long-range planning for the Court; plans for future operations and the expansion of the Court.

JOB DESCRIPTION

Court Administrator

- Coordinates and implements programs in cooperation with other courts and outside agencies to integrate procedure and prevent operational errors; coordinates operations with other Town departments.
- Oversees the administration of contracts for Court-appointed attorneys and interpreters.
- Provides coverage of Pro-tem judicial services when the Presiding Magistrate is unavailable.
- Attends mandatory training and seminars.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of cases, issues and records.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and three years of experience in accounting and two years of experience in court operations, staff support and supervision or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Civil Traffic Hearing Officer certification.
- Possession of a valid driver's license.

Required Knowledge of:

- Court procedures and legal terminology,
- Court rules and Administrative Code regarding state court operations.
- Civil traffic laws and procedures.
- Judicial Codes of Conduct and implementation.
- Court Minimum Accounting Standards.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Modern office procedures, practices and equipment.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, attorneys, other court staff, judges, military recruiters, 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.

JOB DESCRIPTION

Court Administrator

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____