

JOB DESCRIPTION

Court Administrator

pre-trial hearings, oral arguments, evidentiary hearings and Harassment injunctions/Order of Protection.

- Provides coverage of Pro-tem judicial services when the Presiding Magistrate is unavailable.
- Oversees the administration of contracts for Court-appointed attorneys and interpreters.
- Reviews and updates the court website with current information to include bond schedules, domestic violence, orders of protection, staff information, etc.
- Verifies daily banking reports; runs banking reports and Summary Allocation by Agency reports; matches banking report to daily banking journals; makes deposits to general and bond accounts; process insufficient funds, tax intercept payments, electronic funds transfers, credit card payments and billing.
- Prepare financial reports and maintain detailed bookkeeping controls on monies received by the court and disburse fines and fees allocation at the end of the month. Disburse restitution, bonds and overpayments according to Minimum Accounting Standards. Prepares monthly statistical reports and yearly Salary and Wage reports, Minimum Accounting Standards Checklist, Court Information Survey, Renewal of Debt Set Off Agreement, Time Standards reporting, Expenditure Survey, Court Personnel Survey, Language Action Plan, Technology Strategic Plan, an Statistical Reports due to the state. Prepares Fill the Gap and JCEF fund grant applications.
- Prepares certificate of Bond Exoneration for Bonding agencies or prepares checks for the Bond Poster; tracks bonds and reconciles with case management system at the end of the month; Allocates checks; docketts the event; posts payments; views checks; post printed checks; updates defendant bond schedules; updates bond schedule for the Town website.
- 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.
- 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.
- 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:

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- 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.

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
		7/2020		27		

APPROVED: Human Resources

DATE: 6/8/2020