

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Municipal Court Administrator</u>
Sch & Grade	<u>PAT-12</u>
Class Code	<u>AB50</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Court</u>

PRIMARY PURPOSE:

Performs responsible administrative and managerial duties in connection with the operation of the Municipal Court.

SUPERVISION:

Under general supervision of the Chief Judge of the Municipal Court; supervises support staff and technical personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs all non-judicial activities of the Municipal Court including preparation of dockets, collection and recording of fines, issue and processing of warrants, the provision of probation services, granting continuances and preparing commitment orders, etc.
2. Supervises support staff and technical personnel over Court functions.
3. Supervises, directs and reviews the preparation of all financial accounts, records, and daily transaction reports of Municipal Court.
4. Implements and regularly reviews systems of internal control to assure that all costs, fines and forfeitures imposed by the Municipal Court, or collected under the authority thereof, and all other receipts so collected, are regularly accounted for and paid into the City treasury for the use and benefit of the City.
5. Implements and supervises the audit techniques and processes of the Municipal Court to ensure the accuracy and integrity of the financial data being entered into and retrieved from the Municipal Court database and the City's financial management system.
6. Participates in policy development for the court including planning, developing, modifying, implementing, maintaining, and interpreting court administrative procedures, policies, and systems as needed for efficient operation of the court.
7. Prepares and monitors the Court's budget including approving and authorizing payment of bills.
8. Analyzes and reviews Appellate Court decisions and legislative acts which affect Court operations.
9. Investigates complaints relating to the operation of the Court's functions.
10. Supervises the development, implementation, and maintenance of Management Information Systems for Court records/data base management and reporting functions.
11. Communicates with judges as to administrative matters affecting the Court.
12. Serves as administrative representative of the court to city administration, other City departments, courts, government agencies, and the general public.
13. Certifies court records and testifies in court as required.
14. Operates computer and auxiliary equipment with a variety of software applications.

IMPORTANT FUNCTIONS:

1. Assists in providing training for employees.
2. Attends conferences, seminars, workshops, and other training as necessary for professional development.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Laws, rules, regulations, and procedures governing the legal process of a Municipal Court; court record keeping and reporting terminology, documents, and requirements; principles and practices of probation and warrant functions; budgeting and accounting principles and audit procedures of all court financial transactions and records; modern office operations; records management procedures; computer information systems operations; manual and electronic systems analysis.

Abilities

Effectively manage the non-judicial operations of the Municipal Court; communicate effectively both orally and in writing; read and interpret applicable federal, state, and local laws, ordinances or regulations concerning court operations; deal effectively and courteously with associates and the general public; prepare and present clear and comprehensive written reports; plan, organize, and supervise the work activities of subordinates; exercise sound, independent judgment; present an overall professional image; model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the city's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health or safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or related field supplemented by three years of responsible administrative experience or any equivalent combination of education and experience. Trial court experience is desirable.

Physical Requirements

Must be able to push and pull up to 25 pounds; hold and grip objects.

Working Environment

Indoor working environment in an office setting.

Licensing/Certification

Must have the ability to obtain and maintain certification as a Court Administrator.

Miscellaneous Requirements

None required.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 4266
Comments:	Updated Abilities	Date: March 23, 1992

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____