

MUNICIPAL COURT ADMINISTRATOR

Purpose of Position

This is supervisory and specialized clerical work of some complexity involving all administrative support functions for the municipal court for the City of Grenada.

The incumbent exercises full authority in the direct line supervision of one or more subordinate employees. The incumbent also exercises functional supervision through duties requiring knowledge of a specialized subject/matter and provides administrative support to court judge(s). The work involves performance of clerical duties required to maintain records of the municipal court system such as court dockets, fines, bonds, affidavits, jail sentences, etc.

Work is performed with considerable independence in accordance with prescribed procedures and regulations, state laws and orders of the Municipal Judge. There is considerable contact with the public, generally under difficult situations and circumstances. Work is carried out under the general direction of the City Manager.

Major Duties and Responsibilities

The following examples are intended only as illustrations of the various types of work performed in this position. The absence of specific statements of duties does not exclude those duties from the position, if the work is similar, related, or a logical assignment of the position.

- Organizes, designs, and maintains a filing system for classifying, retrieving, and disposing of such materials as correspondence, records, reports, and other documents.
- Composes correspondence to individuals requesting or in need of routine information or interpretation of standard procedures.
- Locates and assembles information for various reports, briefings, meetings, hearings, and trials.
- Supervises and participates in the collection of fines and bonds; makes deposits; posts accounts; and prepares cash balances.
- Controls expenditures of budgeted funds and request approval of major expenditures.
- Attends municipal court sessions
- Take affidavits as required.
- Accurately reports time worked, leave time and other information, as needed, on all department personnel.
- Performs related work as required.

Knowledge, Skills and Abilities

Knowledge

- Laws governing municipal government
- Responsibilities of a Municipal Court Clerk as set by state law
- Knowledge of local and government accounting principles
- Court administration processes and procedures
- Knowledge of state laws concerning municipality
- General departmental office procedures
- Proper grammar and use of English in speaking and writing
- Computerized software, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- Mathematical skills, including addition, subtraction, division and multiplication
- General functions and operations of municipal government

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Skills and Abilities

- Ability to plan, assign, and supervise the work of subordinates
- Ability to express ideas effectively, orally and in writing
- Data entry skills
- Time management skills
- Organize and prioritize work
- Accurate typing and data entry using a personal computer
- Use various pieces of office equipment, including typewriters, photocopiers and facsimile machines
- Use a multi-line telephone system to answer and transfer calls
- Use a 10-key adding machine or calculator
- Prioritize daily workflow
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other city employees, etc., both oral and written
- Maintain confidentiality
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Develop, implement and follow departmental and City procedures

Education and Experience

Education

- Associate degree in a related field or a minimum of three years of supervisory experience.
- Certification as a Municipal Clerk is strongly recommended but not required.

Experience:

- Three years' supervisory experience, with experience in work related to the above described duties.

Special Requirements:

- Must possess, or be able to obtain by time of hire, a valid state driver's license without record of suspension or revocation in any state.
- Must never have been convicted of a felony or serious misdemeanor.
- Must successfully complete and pass the requisite drug test.
- Must be bondable.

Other Matters:

The position of Municipal Court Administrator is full-time; works regularly scheduled hours year-round, and may require some overtime after normal working hours. The person in this position never works shift work. The position has accountability for safety and equipment related to the office and work for which this position is responsible. This position necessitates the ability to maintain confidentiality.

The duties listed hereinabove are intended only as illustration of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Municipal Court Administrator is an employee at-will, and the City Manager may terminate the relationship at any time for any reason, with or without cause or notice.