

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: COURT ADMINISTRATOR
DEPARTMENT: COURT
REPORTS TO: FINANCE DIRECTOR/MUNICIPAL COURT JUDGE

CLASS CODE: 1012
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

This is an administrative and supervisory position responsible for developing, implementing, and administering non-judicial functions and daily operations of the Municipal Court. The person occupying this position supervises the court technicians. Work may be varied in nature, but often follows prescribed procedures. Assignments may be repetitive. Requires independent judgment and organizational skills. This position must maintain a high degree of confidentiality.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Deals courteously, patiently, and efficiently with the public, police, attorneys, supervised employees, and personnel from related agencies at all times. Maintains composure in hostile situations; deals with emotionally distraught, irate, intoxicated, and combative individuals.

Implements court policies, procedures, and methods; formulates and submits to the judge recommendations for mandated changes and any other changes for improving the operation of the court.

Acts as liaison and maintains effective working relationships between the city and county jails, city attorney, law enforcement agencies, all outside agencies, and the public on policy and procedural matters and court rules.

Responsible for overall management functions relating to fiscal policies, personnel, case flow, records management and maintenance, juror utilization, facilities, and preparation of reports required by various agencies.

Assists in the personnel process.

Prepares court calendars for criminal infraction cases; insuring appropriate documentation is in file; insures proper documentation of court proceedings.

Monitors case dispositions for compliance with court orders. Maintains warrant control.

Prepares agency referrals, setting follow-up hearings such as reviews and sentencing, and making proper notification to Department of Licensing and State IS Section. Prepares and monitors commitments and orders for release for jail.

Responsible for the accounting of all monies, fines, bails, forfeitures, penalties, bonds, and other court receipts; arranges for time payments for fines, monitors payments, and takes appropriate action for delinquent payments in accordance with court policy.

Responsible for preparation and administration of annual budgets and budgeted expenditures.

Performs other duties as required by designated supervisors.

Formats and types letters, memos, labels, reports, or other correspondence on a computer or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Reports administrative and/or operational problems to supervisor.

Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail; receives and distributes faxes and email.

Disseminates a variety of information and/or reports to various agencies, division, or departments via telephone, mail, email or FAX.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree; and,

Three to five years of progressively responsible work experience in court administration and clerical work, applying knowledge of court rules, regulations, policies, and procedures; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Notary Public.

GCIC Operator Certification-must be obtained within one year of employment

Municipal Court Clerk Certification-must be obtained within one year to eighteen months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

External governmental bodies and agencies related to area of assignment.

GCIC operations, rules and regulations.

Municipal court system and processes.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

Customer service techniques.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Skill in:

Demonstrated supervisory/management skills with ability to plan, organize, and supervise staff in work requiring accuracy and attention to detail.

Thorough knowledge of the functions and procedures of the court.

Knowledge of business English, spelling, punctuation, and math.

Ability to communicate and deal effectively with other employees and the public both orally and in writing.

General knowledge of and ability to perform clerical duties and operate standard office equipment, including PC.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Plan, organize and supervise assigned personnel engaged in work requiring accuracy and attention to detail.

Establish and maintain cooperative and effective working relationships with others.

Organize, coordinate and oversee office activities.

Operate standard office machines and equipment.

Supervise and evaluate work performance of employees.

Provide work direction and feedback to employees.

Institute changes to accommodate new policies and laws.

Maintain records and prepare reports.

Maintain current knowledge of department rules, regulations, requirements and restrictions.

Plan and organize work to meet timelines.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Positively and effectively interact with diverse individuals to accomplish a common goal.

Physically perform the essential job functions.

Work courteously and tactfully with customers and employees.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; use color, sound and shape perception and discrimination; and push, pull and/or lift up to 10 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

Walking, sitting, standing, bending and reaching is required. Some local traveling may be required. Exposure to adverse weather conditions is minimal.

May be exposed to potential anti-social or criminal behavior.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.