



<b>Job Title</b>	<b>Municipal Court Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>19806</b>

**Class Specification – Municipal Court Administrator**

<b>Summary Statement:</b>	
<p>The purpose of this position is to serve the presiding judge as the chief administrative officer of the municipal court; to coordinate and facilitate cooperation and communication among various individuals and groups composing the criminal justice system; and to perform a variety of professional, administrative tasks relative to assigned area of responsibility.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
65%	Serves as the chief administrative officer of the court; oversees court operations and development; installs managerial philosophy in the organization; manages the development and implementation of court goals, objectives, policies, and priorities for each assigned service area. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
20%	Plans, directs, and coordinates, through subordinate level staff, the municipal court's work plans; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; and meets with key staff to identify and resolve problems. Represents the municipal court to other groups, elected officials and outside agencies; and coordinates assigned activities with those of other groups and outside agencies and organizations.
15%	Adjudicates minor violations of City ordinances; serves as referee during schedule conflicts; hears complaints initiated by the public regarding law enforcement procedures; determines probable cause in various instances; and responds to and resolves difficult and sensitive citizen inquiries and complaints.

**Competencies Required:**



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**Human Collaboration Skills:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in judicial administration or a related field.

**Experience:** Five years of full-time responsible professional level trial court, or Municipal Court experience to include at least two years of supervisory/administrative experience.



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**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

**Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

**Fiscal Responsibility:**

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never



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Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, court case management software, and criminal justice information systems.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: November 2014