



Job Title	Municipal Court Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	11013

Class Specification – Municipal Court Supervisor

Summary Statement:	
<p>The purpose of this position is to supervise and participate in the daily operations of the Municipal Court. This is accomplished by overseeing daily operations and the day to day management of personnel, creating and administering department policies, evaluating new and current programs, coordinating administrative and operational functions; supervising staff, documenting policies and procedures, preparing reports, overseeing public relations; managing fiduciary responsibilities, or working with various agencies on interdepartmental matters.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (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.
30%	Manages personnel by creating and maintaining a culture conducive to effective performance. Creates and maintains a culture that values human resources and the contributions necessary to maintain a positive and productive organization; Oversees the recruitment and selection of clerical staff within the clerk’s office. Ensures that staff are trained and updated on court rules, procedures and policies. Monitors and evaluates staff performance and resolves employee relations issues. Establishes expectations on an on-going and annual basis; assists subordinates in establishing goals; evaluates subordinates goal achievements through conferences or informal meetings. Supervises the daily activities, functions and workflow of the Municipal Court.
30%	Provides fiscal management by overseeing the Courts financial services functions. Manages the courts financial service functions and ensures proper oversight in the development, revision and maintenance of internal control procedures; responsible for all fees, costs and other funds collected by the Court. Monitors the reliability and integrity of financial information to enable the development and maintenance of meaningful reporting data. Creates and performs audits. Reviews handling of funds, fees and forfeitures to ensure accurate reporting and disbursement; supervises other related accounting and financial activities



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25%	<p>Manages case flow by overseeing processing of court cases while promoting and maintaining the integrity of the official court records in the custody of the court. Monitors and supervises the daily functions and activities of court case management and records management involving cases of a criminal or traffic nature from the initial filing to final disposition. Establishes, adjusts and ensures compliance with quality control standards. Establishes plans, priorities and deadlines for completion of work assignments; addresses other case management functions and courtroom support needs. Supervises the preparation of court records, documents and information for input into the case management system; monitors and audits data input; supervises records management activities in the area of assignment.</p>
15%	<p>Participates in project management by serving on project teams. Establishes new procedures and mitigates risk for assigned projects. Conducts trainings and meetings on issues pertaining to projects affecting operations. Establishes and maintains detailed, consistent and sound communication systems with key units affected by data integrity issues; ensures and facilitates communication and collaboration among diverse groups. Interprets data to derive and address root cause assessment; develops end-to-end process flow documentation; prepares business process documentation; performs high level decision making and problem resolution. Makes recommendations for data quality improvements including process changes, data cleansing and integrity rule updates.</p>

Competencies Required:	
	<p>Human Collaboration Skills: Decision regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
	<p>Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>
	<p>Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.</p>



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Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Skilled in a Technical Field: Work requires a comprehensive practical knowledge of a technical field with the use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

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 with major coursework in public administration, business administration, or a related field and years of experience.

Experience: Five years of increasingly technical clerical work, and two years of supervisory experience.

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.	
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Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work



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objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary/fiscal responsibility.

Physical Demands:

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

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

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

Specialized Computer Equipment and Software: Microsoft Office suite.

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: May 2019